

<b>INTRODUCTION AND OVERVIEW .....</b>	<b>1</b>
<i>General Assumptions .....</i>	<i>4</i>
<i>Design Premises .....</i>	<i>10</i>
<i>Shelving.....</i>	<i>11</i>
<i>Project Time Schedule .....</i>	<i>13</i>
<i>Relationship of the Library Building Program to the Architectural Design</i>	
<i>Process .....</i>	<i>14</i>
<i>Roles and Interrelationships of the Library Building Team Members .....</i>	<i>14</i>
<b>GENERAL REQUIREMENTS OF THE LIBRARY BUILDING .....</b>	<b>16</b>
<i>Occupancy by Staff and Customers .....</i>	<i>16</i>
<i>Collection.....</i>	<i>17</i>
<i>Type and Size of Collections.....</i>	<i>19</i>
<i>Flexibility and Expandability .....</i>	<i>22</i>
<i>Staff Efficiency.....</i>	<i>22</i>
<i>Energy Efficiency .....</i>	<i>23</i>
<i>Fenestration .....</i>	<i>24</i>
<i>Space Finishes .....</i>	<i>25</i>
<i>Access for the Disabled.....</i>	<i>26</i>
<i>Acoustics .....</i>	<i>26</i>
<i>Environmental Conditions (HVAC) .....</i>	<i>26</i>
<i>Illumination .....</i>	<i>27</i>
<i>Power and Data Communication Requirements .....</i>	<i>30</i>
<i>Security Systems .....</i>	<i>31</i>
<i>Signs.....</i>	<i>32</i>
<i>Audio Visual Systems.....</i>	<i>32</i>
<i>Visual Supervision .....</i>	<i>32</i>
<i>Master List of Furniture and Equipment .....</i>	<i>33</i>
<i>Approach and Public Entrance to the Building.....</i>	<i>34</i>
<i>Exterior Power and Water.....</i>	<i>34</i>
<i>Parking.....</i>	<i>34</i>
<i>Roof.....</i>	<i>35</i>
<i>Public Safety and Staff Security.....</i>	<i>35</i>
<i>Flagpole.....</i>	<i>35</i>
<i>Trash Receptacles and Recycling .....</i>	<i>35</i>
<i>Art Work and Display.....</i>	<i>35</i>
<i>Clocks .....</i>	<i>36</i>
<i>Maintenance .....</i>	<i>36</i>
<i>Surplus Materials Stock .....</i>	<i>36</i>
<i>Plumbing and Restrooms .....</i>	<i>36</i>
<b>SPATIAL RELATIONSHIPS .....</b>	<b>38</b>
<b>SUMMARY OF FACILITY SPACE REQUIREMENTS .....</b>	<b>40</b>
<b>SPACE DESCRIPTIONS.....</b>	<b>42</b>
1A. <i>Entrance/Lobby Area.....</i>	<i>42</i>
1B. <i>Bookstore/Friends of the Library Work Area .....</i>	<i>45</i>
1C. <i>Public Restrooms .....</i>	<i>47</i>

1D. Major Meeting Room.....	49
1E. Major Meeting Room Storage.....	52
1F. Library Café.....	53
1G. Conference Room.....	55
1H. Art Exhibit Hall .....	57
2A. Circulation Service Desk/Express Holds .....	58
2B. Express Checkout.....	62
2C. Exterior Returns Drop .....	64
2D. Interior Returns Drop .....	65
2E. Sorting and Returns .....	66
2F. Copy Machines and Print Management Center.....	68
3A. New Book and Special Display Area .....	70
3B. Adult Audiovisual Collections.....	72
4A. Reference/Children's Services Desk .....	74
4B. Reference Collection and Reference Seating.....	77
4C. Castro Valley History Area .....	79
4D. Electronic Information Center .....	81
5A. Adult Fiction Collection .....	83
5B. Adult Non-Fiction Collection.....	85
5C. Magazine and Newspaper Browsing.....	88
5D. Senior Area and Large Type Collection.....	91
5E. International Languages/ESOL .....	94
5F. Quiet Adult Seating Area.....	96
6A. Young Adult Area .....	98
7A. Children's Reference Collection.....	101
7B. Children's Electronic Information Center .....	102
7C. Children's Picture Books .....	104
7D. Parents' Collection.....	106
7E. Early Readers Collection.....	108
7F. Moving Up Collections .....	110
7G. Children's New Materials Display Area.....	112
7H. Children's Fiction .....	114
7I. Children's Seating Area .....	116
7J. Children's Non-Fiction Collection.....	118
7K. Middle School Area .....	120
7L. Children's Audiovisual Collections .....	122
7M. Children's International Languages Collection .....	124
7N. Children's Magazine Browsing Area.....	126
7O. Children's Information Racks .....	128
7P. Children's Seating Area.....	129
8A. Multipurpose Education Center .....	131
9A. Library Manager's Office .....	134
9B. Circulation Supervisor's Office .....	136
9C. Staff Workroom Area .....	138
9D. Staff Restrooms.....	141
9E. Supplies and Equipment Storage.....	143
9F. Telecommunications Closet .....	145
9G. Staff Room/Kitchen/Locker Area.....	147
9H. Custodial Closet and Supplies .....	149
9I. Mechanical Storage .....	150

<i>9I. Mechanical Storage .....</i>	<b>150</b>
<i>9J. Delivery and Mail Sorting Area .....</i>	<b>151</b>
<b>PRELIMINARY PROJECT BUDGET .....</b>	<b>153</b>
<i>Appendix A: Summary of Required Furniture, Computer and Equipment ...</i>	<b>154</b>
<i>Appendix B: Castro Valley Library Collection Growth Plan .....</i>	<b>158</b>
<i>Appendix C: Bibliography.....</i>	<b>159</b>

*PART ONE*

**INTRODUCTION AND OVERVIEW**

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The Castro Valley Library has provided library service to the community since the early 20<sup>th</sup> century when it was operating out of a chicken coop donated and lovingly run by women in the community. An old newspaper article notes that when the library in Castro Hill opened in 1918, ranchers and farmers used to ride their horses down to pick up the family supply of reading for the week. Castro Valley has changed a good deal since those days, but the high regard and support that the community extends to its public library has not.

Today, population and housing growth has transformed Castro Valley from its rural roots to a bustling urban community of 57,292 people. The library is transformed as well. The 10,239 square foot building was a generous and gracious space when it opened in 1962; now it has become cramped, dated, overcrowded and visibly stressed by the addition of all the furniture, shelving, and technology that serves the ever growing needs of the community.

This Building Program is for a 41,331 square foot library as recommended in the Community Library Needs Assessment to serve a population of 66,000 people by 2020. It was completed with the help of the Castro Valley Library Advisory Committee, the Friends of the Library, all the people who participated in focus groups or completed a survey, all the people who stopped by the Reference Desk to ask about the new library, the Castro Valley Unified School District and many organizations such as the Chamber of Commerce and the Castro Valley Municipal Advisory Council both of whom showed their unequivocal support for a new library when they unanimously voted the Library project a priority for receiving redevelopment funds. Together the community and staff have articulated a shared vision of a dynamic, attractive, 21<sup>st</sup> century library that will serve as a community center and a magnet for the artistic and intellectual aspirations of the community.

***Needs Assessment:***

The Castro Valley Library conducted an intensive community analysis and needs assessment process that included focus groups, a written survey, consultations with stakeholders, and close consultation with the School District. We learned that people care about the traditional services of the library such as books, videos, CDs, and audiocassettes to check out; newspapers and magazines to read; research and information services for homework and personal enrichment. People voiced a strong preference for more and better parking, a larger book collection and more open hours. Many people expressed the need for adequate spaces for study; places for quiet reading, and a beautiful, well landscaped building that could be the centerpiece of the community and nurture community identity. Libraries, said one person, bring the world of dreams, entertainment, research, and education to you. Libraries offer diversity and indulge a wide variety of tastes and viewpoints. There is something for everyone here.

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People want a library where there are areas set aside for socializing; every focus group mentioned a café. They want a library that exposes children to reading early in life that has a pleasant, warm ambience and offers a sense of community. They want a Library that can be a venue for community art and community events and that offers the best in technology advances for the enrichment of students and lifelong learning for all adults. They believe the Library should be looking for allies in the community – partnering with the schools and other community organizations to bring programs and events that educate, inspire and inform.

***Plan of Service:***

The Library Plan of Service responds to the community needs assessment with goals, objectives and services that are focused on the user's need for information, education, entertainment and lifelong enrichment. Embedded in the goals, objectives and services is a vital partnership with the School District that expands joint use activities to assist K-12 students in Castro Valley with homework assistance, family literacy, career information and computer learning.

As a result of the community needs assessment, Library staff set 6 goals for Library service:

**Goal:** The Castro Valley Library will serve the needs of both adults and children to reach their literacy goals by providing a learning environment, specialized materials, appropriate technology, and specialized classes and events that inspire and encourage people of all ages in their lifelong engagement with reading, books and libraries.

**Goal:** The Castro Valley Library will meet the needs of residents for a gracious community centered public building by providing facilities and programs for community events, local art displays, and spaces that welcome the use of the Library as a community gathering place.

**Goal:** The Castro Valley Library will satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others by promoting cultural diversity in its programs, services and collections.

**Goal:** The Castro Valley Library will meet the needs of residents for materials and services that satisfy the community's appetite for information about popular cultural and social trends and satisfy customers' interest in recreational reading, listening and viewing.

**Goal:** The Castro Valley Library will serve the needs of residents for formal learning support by offering services and programs for students of all ages enrolled in a formal or informal program of education.

**Goal:** The Castro Valley Library will serve the needs of residents for information related to school, work, career, personal enrichment, and both the local and global community, by becoming the information hub of the community, offering dynamic Reference and Information Services and building a current materials collection that is relevant to the information needs of the community.

In addition to these goals the new library will offer a range of services for adults, children, young adults, and seniors. Each of these services will center around three crucial needs identified by the community: an enlarged and up-to-date collection in all formats supporting the need of people for materials that inform, educate and entertain; informational, educational, and cultural programs, community events and local art displays; and comfortable, generous seating available throughout the library for individuals and for group study. Technology will play a critical role in supporting and providing effective delivery of services. The Library will expand Internet access, providing flexible, mobile connectivity from any place in the building and offering new opportunities for distance learning, webcasts and other alternative modes of communication.

***Joint Use Agreement with the Castro Valley Unified School District:***

The Castro Valley Library and the Castro Valley Unified School District have entered into a joint use agreement to meet the needs of K-12 students with fresh and innovative programs. The joint use projects will center around the following services:

- Homework Center
- Family Literacy Center
- Career Center
- Computer Learning Center

In order to make this level of service possible, the new library will feature a Multipurpose Education Center – a flexible use 932 square foot room acoustically separate from the main floor of the Library and divisible so that it can support simultaneous activities. For the first time students will have a dedicated space for after school homework assistance and family literacy activities. It will have wireless access to the Library's network so that students can access the Internet, the Library's catalog, website and information pathfinders on one of 30 portable computers provided by the Library or on students' own portable computing equipment. Students will be able to access the joint Homework Help web page maintained on the School District's website for information on how to access their school assignments, homework help pathfinders and links to both Alameda County Library catalog and the library catalog of the Castro Valley Unified School District. Peer tutors will be available to assist with homework. Meanwhile, in the Family Literacy half of the room, adult volunteers will work with children who are not yet reading at grade level.

As a Career Center, the Multipurpose Education Center will be used for S.A.T. preparation study sessions and programs on college admissions, financial aid and college recruitment planned and presented jointly by the Library and the High School Counseling staff. These sessions will be planned for evenings and weekends and will not conflict with the after school activities of the Homework Center and Family Literacy Center.

The Multipurpose Education Center will also serve as a Computer Learning Center. Computer and information literacy classes will be scheduled at various times throughout the year taught by both Library and School District staff. The schedule will be carefully designed to mesh well with the other activities in the room for homework assistance and literacy tutoring. Classes will be focused on teaching students about the Library's website, the Library catalog, databases and the Internet so that students become fluent both in using technology and in developing effective research skills to improve their school work and meet their personal goals.

The Design Premises and Recommendations that follow are based on the information from the Library's Community Needs Assessment Study and Library Plan of Service as well as on standards published by the Wisconsin Department of Public Instruction, Public Library Space Needs: A Planning Outline/1998 by Anders C. Dahlgren. The Wisconsin Standards are supplemented by information from the Libris Design software, and Building Blocks for Planning Functional Library Space, 2001 published by the American Library Association and the Library Administration and Management Association.

Architectural drawings and outline specifications were updated and revised and now correlate with this updated Library Building Program.

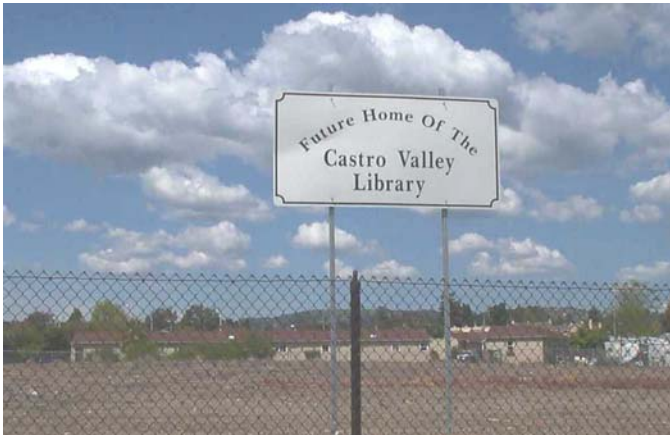
### ***General Assumptions***

- ◆ The program assumes that the building will be adequate for 20 years with the possibility of future expansion.
- ◆ The Association of Bay Area Governments projected service population for Castro Valley in the year 2020 is 66,000.
- ◆ The design of the building will reflect the community's aesthetic and cultural values. The facility will be both functional and architecturally pleasing, a destination for community members of all ages and cultures, and a place of pride for the community.

- ◆ The program assumes the building will be located on a 2.95 acre site on Norbridge Avenue, which has been purchased by Alameda County for the specific purpose of building a Library.



New Site, Looking East



New Site, sign.



New Site: Looking South.

## ***Recommendations***

The Building Program recommendations that are detailed below flow from the Community Needs Assessment and Library Plan of Service.

### ***Collection:***

The Library Plan of Service calls for increasing the collection of current topics and titles, international languages, audiovisual materials, and reference and information resources in all formats and for all ages. Currently, the Castro Valley Library maintains a total collection of 105,745 items. This number includes print and non-print materials. The current Needs Assessment Survey shows 63% of respondents called for a larger collection. This need ranked third in overall priorities behind parking and more open hours. Comparison of the current collection statistics to community demographics shows significant gaps between the size of our collections in languages other than English, and the population these collections should serve.

The needs assessment recommends a target of 161,600 for the total print and non-print collection size in 2020. Library planning guidelines for collections recommends a collection size of between 2.5 and 3.0 volumes per capita. The recommended target size of 161,600 volumes applied to the adjusted service population in 2020 would provide a collection of 2.5 volumes per capita and would offer a solid mid-range level of support to meet community needs.

### ***Audiovisual Media:***

The Library is experiencing increasing demand for a variety of different media formats that include video, DVDs, books on tape, books on compact disc, music on compact disc, and CD-ROM software. The Needs Assessment Survey reveals 39% of respondents want a larger audiovisual collection. Current circulation of audiovisual materials averages about 25% of total circulation. The Plan of Service recommends increasing the current collection of 8,399 items to 29,000 items by the year 2020. This increase will raise the percentage of audiovisual materials relative to the entire materials collection from 7.8% to 18%.

### ***Magazines and Newspapers:***

The current collection of magazines and newspapers contains 352 subscriptions. An increase to 435 subscriptions is recommended, to accommodate both the projected population growth and the cultural diversity of this population.

This increase, which falls within recommendations from the Wisconsin guidelines, would enable the Library to offer 6.61 titles per 1,000 in the population.

### ***Public Seating:***

The Library Plan of Service calls for a 50% increase in seating to support the formal education needs of the public as well as the need for quiet areas with sufficient seating. The current seating capacity of the Library at 90 seats (1.58

seats per 1,000 residents) is significantly less than it should be. The needs assessment recommends expansion of the general seating capacity to 209 (3.1 seats per 1,000 residents). This level will allow the Library to offer seating to its visitors at nearly double the current rate and match the Wisconsin planning guideline for seating for communities the size of Castro Valley.

***Multipurpose Educational Center:***

The Library Plan of Service incorporates a flexible use space dedicated to providing the joint use services outlined in Exhibit 1 of the Joint Use Agreement with the Castro Valley Unified School District. These services include a Homework Center, a Family Literacy Center, a Computer Learning Center and a Career Center. The desire to equip the Library as a center for education emerged particularly strongly from the teen focus group and School District focus group. Both groups had excellent ideas of ways for the School District and Library to continue to develop their ongoing partnership. All groups were interested in classes for teens, adults, and literacy students. The survey reflected a strong belief that a proper role for the Library would be to assist the community with information technology.

This Multipurpose Education Center should be divisible so that dual programs such as homework help and S.A.T. preparation classes can be scheduled. It should be equipped with a locking cabinet large enough to hold 30 portable computers and shelving to accommodate school textbooks and other school related resources. It should be wireless ready and equipped with portable computers for homework use, computer learning classes, and distance learning. The size of the center should be 932 square feet to accommodate 30 people and 80 square feet of presentation area for instructors or facilitators. These figures are based on the Wisconsin standards of 25 square feet per person for a conference room. This learning center should be equipped with small tables and chairs that can be arranged for maximum flexibility. The room should be acoustically separated from the main public space.

Further detail is provided in "8A. Multipurpose Educational Center" in "Space Descriptions."

***Group Study Space:***

There is a daily need to accommodate small groups who need to work collaboratively. Respondents to the needs assessment survey frequently spoke of wanting larger, better study areas. The Plan of Service incorporates the need for group study space to support students and others who need a dedicated space for collaborative work. This seating needs to be acoustically separated from the main public space.

According to the Wisconsin standards of 25 square feet per person, a conference room for 10 people should be 250 square feet.

***Parking:***

Inadequate parking at the current facility was the single most common complaint expressed in the Needs Assessment Survey and at focus groups. 72% of survey respondents want improved parking.

The current parking lot only has 33 spaces. This report recommends parking for 145 vehicles or 3.52 spaces per 1,000 square feet. This is based on analysis of the parking provided at our Fremont Main Library facility. The Fremont Main location has been operating for over 10 years and the parking provided has proven to be adequate.

***Programming Space:***

The Library Plan of Service stresses the importance of the Library as a community gathering place and greatly expands the number of programs and events sponsored by the Library and the community. The needs assessment found that the current meeting room is grossly inadequate for the current and projected population of Castro Valley. The Building Program incorporates the added space needs by providing for a 2000 square foot meeting room.

The Wisconsin Standards indicate an allowance of 10 square feet per seat, plus 100 square feet of presentation area for the podium and speaker. The space needs assessment recommends a dedicated meeting room that can serve audiences of up to 175 people. By Wisconsin Standards the meeting room should therefore be 2,000 square feet. It should include a refreshment preparation area, storage, and audiovisual capability as well as the electrical and cable wiring to support appropriate information technology.

***Quiet and Social Areas:***

In both the Survey and the focus groups people talked about the need for quiet areas in the Library for study and reading. 41% of Survey respondents indicated a desire for more quiet areas. At the same time, a strong interest in social areas emerged. Many ideas were mentioned for areas that could support more social interaction including an outdoor patio, a café, or a lounge area.

The needs assessment recommends that the Library be designed to accommodate both the need for areas where social and collaborative work can happen and the need for quiet areas. To maintain maximum flexibility, open spaces that can be designated as quiet areas are preferred over a proliferation of study rooms. At the same time the Library must include areas that can accommodate the higher noise levels that will occur from normal social intercourse. It is important that these areas not be contiguous to quiet areas.

The Library Plan of Service emphasizes the role of the Library as a community center. This is consistent with the need for a dedicated space that allows people the opportunity for informal socializing. Community requests for a cafe in the Library ranked very high for at least two focus groups and 30% of the Survey

respondents. The Building Program includes 490 square feet of space for a cafe based on projected seating for 12 people at a time. This size is based on Wisconsin guidelines of 30 square feet per person and 100 square feet of food preparation area.

***Art Exhibit Hall:***

The Library Plan of Service responds to the community's need for a place to showcase local art. The Building Program includes an art gallery. Accessible from the lobby area, the 650 square foot Art Exhibit Hall will show case art from the community in a wide variety of formats, including electronic.

***Friends of the Library Bookstore:***

Consistent with the Library Plan of Service goal of making the library a community gathering place, the Building Program recommends a Friends of the Library Bookstore. The Friends of the Library raise significant income for the Library with two annual book sales and with an ongoing book sale. The Friends currently use the Library's overcrowded meeting room to sort, organize, and temporarily store materials. They own a storage container and trailer parked miles from the Library. They transport materials to the trailer and container several times a week. A very popular ongoing book sale takes place in the current facility off a small cart parked in the lobby.

Thirty percent of those responding to our written survey told us they'd like to see a Friends of the Library Bookstore. A desire for a Friends Bookstore was expressed in the focus groups as well. The Friend's Bookstore/Work Area should be located near the large meeting room in the front of the building. It should include an area for sales, and an area for sorting and storage. It should measure 464 square feet and be easily divisible.

***Overall Building Size:***

The needs assessment recommends a total building size of 41,331 square feet, on one level. The Building Program defines 29,462 net assignable square feet, which includes the shelving, seating, service desks, programming and meeting room areas, and staff workspaces. It also includes an additional 29% for unassignable space, which includes the building's mechanical systems, electrical and telecommunications distribution and closets, restrooms, wall thickness, and other elements of the building that cannot be assigned to a Library function. This space distribution is based on recommendations presented in Building Blocks for Planning Functional Library Space, 2001. (See Bibliography, Appendix D.)

A building of this size represents 0.62 square feet per capita for Castro Valley in 2020. This level supports the Library Plan of Service, which incorporates the need for computer technology in greater numbers, for more generous seating capacities that provide for group study and tutoring, and for the larger role that programming plays in public Library service. This is also the same per capita as the Fremont Main Library.

### ***Design Premises***

- ◆ The new Library building must be designed with the largest bay possible to achieve maximum flexibility in use and function of space. Within this "open" design, separation of the many different areas described in this report will be accomplished through use of furniture and shelving layout, rather than permanent walls.
- ◆ The recommended space requirements in this building program reflect assignable square feet required for effective delivery of Library service by the Castro Valley Library. The program allows 29% non-assignable space for architectural purposes such as the entrance, rest rooms and closets.
- ◆ The Library is a dynamic community center serving a wide variety of people and needs, not a static repository of books. The Library will provide a wide range of materials in many different formats and languages to meet the needs of a diverse population. The building must be designed to accommodate the collections, furniture and equipment that support both current and future needs. As one of the most important public buildings in Castro Valley, the Library will be a community focal point.
- ◆ The ambience of the building should be light, inviting, and aesthetically pleasing, suggesting to both the casual browser and the serious researcher the wealth of information, knowledge and wisdom available within the Library for their use. The building should provide a comfortable, warm, and spacious atmosphere. It should attract exploration through a logical and visually appealing arrangement of major service areas. It should incorporate display spaces as well as space for community art. There must be clear, effective signage directing customers to all major service areas and collections. However, signage is an adjunct to, not a substitute for, a well thought out and logical building design.
- ◆ The Library must accommodate the needs of people with disabilities, so that they may have full, unimpeded use of the Library's collections and services. Particular attention must be paid to the requirements set forth in the Americans With Disabilities Act (ADA).

- ◆ The Library should be designed so that all public service areas are on one floor.
- ◆ The Library's lighting quality is a prime design consideration. Lighting in the building must be uniform throughout each space, without glare or contrast. Indirect lighting in all spaces is preferred. Energy conservation must be achieved while lighting levels and light quality are retained.
- ◆ Electrical wiring should be designed with maximum flexibility for future changes in Library configuration and technology. Each workstation for the public or the staff and each service desk should be designed so that all wires and/or cabling are concealed. There must be no exposed wiring on the floor or hanging from furniture. Conduit must be sized for at least category 5 universal twisted pair copper. Electrical and data wiring and cabling should be provided in the Meeting Room and the Multipurpose Educational Center to support online interactive demonstrations and instruction, distance learning capability, video projection, sound reinforcement and assistive listening devices, and the possible use of wireless technology.
- ◆ Attractive landscaping and ground planting are essential. Care must be taken in the proper selection in quality, and type of plantings and ground cover to reduce maintenance and yet assure aesthetic appearance and attractiveness. Mass planted or severe gradients that block windows or sight lines or become hiding areas are unacceptable. Landscaping should be integrated with the parking lot walkways and traffic lanes. Sprinkler systems with timers should be provided in planted areas.

### ***Shelving***

Shelving to house the Library's collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 6 shelves and a base shelf), 78" (maximum of 5 shelves and a base shelf), 66" (maximum of 4 shelves and a base shelf) or 45" (maximum of 2 shelves and a base shelf). Any exceptions to these heights are noted in the program.

Standard shelf depth will be 10" and bases 12" deep. Variations from this depth are noted in the program. Reference shelving and picture book shelving, for example, will be 12" deep with a corresponding increase in the width of the base.

The total amount of shelving programmed, as outlined in the *Castro Valley Library Collection Space Needs*, is intended to house the collection at the size it is expected to reach in the year 2020.

Main aisle widths in public spaces should be 60", with 44" aisle widths between standard stack ranges and 48" to 60" aisles for high-use collections such as compact discs. In staff access spaces, 36" to 42" aisles will be sufficient. Changes in code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 to 8 sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed to allow a logical arrangement of the collection. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving at 45" and 66" heights, other than picture book shelving, will require canopy tops. Picture book shelving will have a sloping display shelf at the top of each section. All public area shelving will require stack end panels with label holders at each end, kick plates and top plates, with slat wall attached to stack ends throughout the collection to allow staff to display books. All specialty shelving and shelving accessories must be integrated with the overall shelving system.

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Bookends must accommodate various sizes of materials and must be able to slide easily when shelves are being rearranged. Bookends will be specified later in the project, along with the shelving. Shelves must have a rear edge backstop to prevent items from falling behind the shelf. The lowest shelf of each section will be specified as tilt-up, to facilitate easy reading of book titles on the lowest shelf.

The shelving types programmed for the building are:

- A 84" high adjustable shelves, maximum 6 shelves per section
- B 78" high adjustable shelves, maximum 5 shelves per section
- C 66" high adjustable shelves, maximum 5 shelves per section
- D 45" high adjustable shelves, maximum 3 shelves per section
- E 78" high adjustable shelves, 6" deep shelves for videos or DVDs
- F 66" high adjustable shelves, 6" deep shelves for videos or DVDs
- G 78" high shelves, with 4 AV browsing bins per section, 1 fixed shelf and 1 6" slotted shelf at top
- H 84" high adjustable shelves, fixed sloping display for magazine display
- I 66" high adjustable shelves with Plexiglas hanging newspaper inserts
- J 66" high adjustable shelves with maximum 2 AV browsing bins per section (used for children's collection)
- K 66" high shelves with rods for AV hang-up bags, 2 per section
- L 66" or 78" high adjustable shelves, hinged sloping display for magazine display & shelving of recent back issues
- M 45" high adjustable shelves, 3 shelves maximum with 1 sloping display shelf at top
- N 66" or 78" high slat wall/Plexiglas display shelving for paperbacks

See each space's description as well as the chart in *Type and Size of Collections* (pp. 15-18) for the exact amount and location of each type.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for inspection of shipments, installation, etc. and the length of time price quotes remain valid.

### ***Project Time Schedule***

<b>ACTIVITY</b>	<b>DATE</b>
Notice to Proceed to General Services Agency	9-24-04
Selection of Architect	10-15-04
Schematic Plans Completion	1-15-05
Design Development Plans Completion	3-15-05
Working Drawings (90%) Completion	10-15-05

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Construction Documents Completion	2-15-06
Project Advertised for Bids	6-01-06
Start of Construction	7-15-06
Estimated Mid-Point of Construction	7-15-07
Completion of Construction	7-15-08
Opening of Library Building to the Public	9-15-08

### ***Relationship of the Library Building Program to the Architectural Design Process***

This Building Program is the basis for the architectural design process. Library staff, County architectural staff, and Design Architect Frants Albert have met at regular intervals to insure that the Building Program is accurately reflected and rendered in the architectural drawings. Upon notice to proceed with this project, a process to select a Project Architect will begin. Selection of the Project Architect will be completed by February 15, 2004. The Library staff and Project Manager will continue to evaluate and approve all drawings and recommendations made by the Project Architect before they are finalized.

### ***Roles and Interrelationships of the Library Building Team Members***

Library building team members include Castro Valley Library staff, Alameda County Library administrative staff, General Services staff, and architect KodamaDiseño (formerly Frants Albert Associates).

The Castro Valley Library staff members closely involved in this effort are Carolyn Moskovitz, Library Manager; Rosemary Gomes McGarry, Circulation Supervisor; and Larry Duckwall, Reference Librarian. Together this group has produced the Community Library Needs Assessment, the Library Plan of Service, and the Library Building Program. Carolyn Moskovitz has been responsible for liaison with Library Administration, the Castro Valley Unified School District, and County and outside agencies associated with the project. She is also supervising the production of the visual record of the current facility and new site.

County Library Administrators Linda Wood, County Librarian; Jean Hofacket, Deputy County Librarian; Peggy Watson, Head of Branches; Lee Jouthas, Facilities Planning Coordinator; and Màiri McFall, Head of Technical Services and Information Technology are all working on the project. Linda Wood is overseeing the grant preparation and submittal and working closely with County and outside agencies.

Merle Easton, architect for the General Services Agency is the Project Manager for the endeavor. She works closely with the outside architect, Frants Albert; with Library staff Linda Wood and Carolyn Moskowitz; and with County and outside agency staff.

The architectural firm of KodamaDiseño with Frants Alpert as Principal was hired to submit conceptual plans for the project. He and his staff members are meeting regularly with Merle Easton, Linda Wood, and Carolyn Moskowitz to ensure plans accurately reflect the needs of the Castro Valley community and the Library Building Program.

PART TWO

**General Requirements of the Library Building**

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***Occupancy by Staff and Customers***

The occupant load correlates to a combination of floor space composed of the meeting room, stacks, staff area, and assigned public space. The Library would have an estimated 12,364 square feet of stacks area, 11,048 square feet of assigned public area, plus 2,000 square feet of meeting room area with a maximum occupancy of 180, and a staff area of 3,559 with a maximum occupancy of 35. Based on the Uniform Building Code, occupancy load for libraries is one person per 50 square feet of assigned public area and one person per 100 square feet of stacks area. Using this formula, we determined a maximum occupancy of 560 for the building:

Stacks: 12,364 divided by 100 =	124
Assigned public space: 11,048 divided 50 =	221
Major Meeting Room: 2,000	180
Staff Workroom Area: 3,559	35
Total occupancy	560

Each section of the Library is designed to serve a specific maximum number of customers and staff:

<b>Designated Sections of the Building</b>	<b>Occupancy</b>
Entrance/Lobby Area	8 – 32 Library customers
Bookstore/Friends of the Library Work Area	4 – 12 Library customers
Major Meeting Room	180 Library customers
Library Café	6 – 12 Library customers
Conference Room	2 – 10 Library customers
Art Exhibit Hall	4 – 8 Library customers
Circulation Service Desk/Express Holds	1 – 3 Staff and 4 – 12 Library customers
Express Checkout	3 – 20 Library customers
Sorting and Returns	1 – 3 Staff
Copy Machines and Print Management Center	1 – 5 Library customers
New Book and Special Display Area	6 – 12 Library customers
Adult Audiovisual Collections	8 – 30 Library customers
Reference/Children's Services Desk	2 – 5 Staff and 8 – 10 Library customers
Reference Collection and Reference Seating	10 – 40 Library customers
Castro Valley History	2 – 4 Library customers
Electronic Information Center	6 – 35 Library customers

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Adult Fiction Collection	6 – 16 Library customers
Adult Non-Fiction Collection	10 – 25 Library customers
Magazine and Newspaper Browsing	4 – 20 Library customers
Senior Area and Large Type Collection	4 - 8 Library customers
International Languages/ESOL	2 – 6 Library customers
Quiet Adult Seating Area	6 – 24 Library customers
Young Adult Area	4 – 24 Library customers
Children's Reference Collection	2 – 4 Library customers
Children's Electronic Information Center	4 – 18 Library customers
Children's Picture Books	6 – 20 Library customers
Parent's Collection	1 – 4 Library customers
Early Readers Collection	2 – 6 Library customers
Moving Up Collection	2 – 6 Library customers
Children's New Materials Display Area	4 – 8 Library customers
Children's Fiction	8 – 30 Library customers
Children's Seating Area	5 – 20 Library customers
Children's Non-Fiction Collection	8 – 30 Library customers
Middle School Area	4 – 8 Library customers
Children's Audiovisual Collections	8-20 Library customers
Children's International Languages Collection	4 – 12 Library customers
Children's Magazine Browsing Area	2 – 4 Library customers
Children's Community and Library Information Center	2 – 4 Library customers
Children's Seating Area	4 – 14 Library customers
Multipurpose Education Center	10 – 30 Library customers
Library Manager's Office	1 – 4 Staff and Library customers
Circulation Supervisor's Office	1 – 3 Staff and Library customers
Staff Workroom Area	6 – 28 Staff
Supplies and Equipment Storage	0 – 2 Staff
Staff Room/Kitchen/Locker Area	0 –10 Staff
Delivery and Mail Sorting Area	0 – 3 Staff

### ***Collection***

The needs assessment recommends a target collection of 161,600 volumes by the year 2020. The target for adult materials is 105,318. This figure includes fiction and non-fiction, paperbacks, large type, international languages, career, new books, reference, and all audiovisual formats.

The target for children's and young adult materials is 56,282. In Young Adult, this includes fiction, paperbacks, magazines, cliff notes, college catalogs, and music on compact disc. The children's collection includes reference, fiction, early readers, moving up, non-fiction, picture books, international languages,

new books, magazines, and all audiovisual formats. Special areas have been allocated for display purposes; these include the Parents Collection, holiday and seasonal materials and a middle school area.

Space has been allocated to accommodate increases in both the audiovisual area and international languages. The entire audiovisual collection is being increased from the current level of 7.8% to 18% by 2020. International languages are being increased from a current level of 1.3% to 5% by 2020.

Special consideration was given to the large type area to so that materials would not be shelved either too high or too low for older users.

For a complete breakdown, the following table provides a summary of the type and size of the collection for each space in the Library. The table includes the current size of a given collection, its projected size by 2020, the percentage estimated to be on the shelf, and the number of volumes to shelve. These figures have been translated into required square feet for each area based on linear feet, shelf type, and height of the shelves and the number of shelves per section

***Type and Size of Collections***





### ***Flexibility and Expandability***

The building design should be open and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness. A rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in placement of shelving and furniture. It must be possible to relocate the book stacks within the building as the Library's service needs evolve. Additionally, shelves should be placed on the ranges with enough space between them to allow for one additional shelf to be added to each range if the size of the materials collection makes that necessary. Floor loading capacity, therefore, must be sufficient to support shelving for 150 lbs. per square foot throughout the public spaces.

Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

The building may be designed to allow for additional expansion of floor space of up to 1,300 square feet.

### ***Staff Efficiency***

Staff efficiency should be an important component in the design of the Library. By creating central service points within the Library staff efficiency can be maximized and service to customers improved. A combined Reference and Children's Services Desk will allow for lower levels of minimum staffing while making sure that enough staff is on duty to meet the needs of the customers in the Library. It will also allow for more direct supervision of both the adult and children's sections of the Library. Similarly, a single Circulation Desk with several stations where customers checkout and return materials, register for a library card and handle any problems such as lost library cards or fines or fees will allow Circulation Staff to provide a variety of services and perform a variety of tasks at one location. This will allow for lower levels of minimum staffing while maximizing the service provided at that location.

Library staff will also have easy access to electronic sources and networked and wireless devices so questions can routinely be answered via email and chat, as well as in person or by telephone. Reference staff will use their service desk as a home base and equipped with cordless phones, wireless PDAs or other handheld devices, work the floor of the Library bringing assistance to the user. With portable devices, circulation can also be done remotely, allowing staff to bring the service to the users in situations, such as class visits, where that would be appropriate. Portable wireless devices also allow Library staff to bring other services, such as training, to the location where it can best occur. For instance, training on genealogical sources might be best taught where print sources are also available.

Self-checkout machines, an express hold pickup location (which will allow customers to pick up materials reserved for them without waiting in line for staff assistance) and an automatic check in and sorting system will also contribute to staff efficiency.

The Library should be designed so that six months to a year of the periodical collection can be housed in the public area of the Library. This will allow customers to have direct access to the periodical collection in the same way that they now have access to the Library's other materials collections and be staff efficient in that staff will no longer be involved in paging periodicals.

The Staff Workroom should be designed to enhance the efficiency of staff performing tasks away from the public areas of the Library. Tables, chairs, workstations, computers, printers, telephones, photocopiers, fax machines, and shelving should all be designed to assist clerical and professional staff with their off desk duties. The area needs to be designed to allow staff to move easily and conveniently between their work space and the public areas of the Library as needed.

### ***Energy Efficiency***

The design team must work with the Library to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet or exceed the provisions of Title 24, California's Energy Conservation Code. Additionally, all state and local energy conservation codes must be met. The building should be designed and constructed in accordance with "green" building principles and practices.

Alameda County has a Green Building Ordinance requiring all capital projects achieve a minimum LEED "silver" rating. High efficiency HVAC equipment, better overall energy design, materials of construction with recycled content, natural light, and other environmentally sensible methods must be employed in all new and renovated County buildings. The Ordinance also requires the diversion of at least 50% of all construction and demolition debris away from landfills.

The design team must work with the library and County General Services Agency to plan a building that will create a comfortable working environment for the public and staff alike, but which can achieve a LEED silver rating.

Building design strategies for the building's orientation, energy management system, HVAC system, windows, lighting and building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a Library.

The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heat loss and summer heat gain are minimized. Similar, controllable passive systems should be employed to further reduce energy usage. This will include the use of natural stack effects to exhaust hot air during periods of cooling, mixing partially air-conditioned air (economizer cycles), and heat pumps in lieu of air conditioners.

Together, passive daylighting and energy saving configurations will be expected to reduce the size requirements for active systems (HVAC). The goal is to have a building that performs at least 20% under the new Title 24 requirements.

### ***Fenestration***

Pleasant and appropriate daylighting is a prerequisite of any good Library. Yet this lighting must be controlled to shield collections from damaging UV radiation, and to provide comfort and appropriate light levels for customers and staff. The latter includes reducing glare and minimizing distracting and fatiguing changes in light level as sky conditions change. The Castro Valley Library building should be configured to utilize passive daylighting and energy-saving features that will provide these benefits while significantly reducing energy consumption. The use of skylight and clerestory configurations that reflect sunlight indirectly into the building provides for controllable daylighting while reducing heat gain.

The Library should make use of daylighting where feasible to reduce energy costs, but not at the expense of the preservation of library materials or if glare is introduced into the building. The building should be designed to ensure that direct sunlight does not come into contact with library materials, display materials or seating areas.

Window treatment is a special design concern for several reasons. Windows must be located to provide both visibility into activity areas of the Library, and also to provide visual relief to those inside the building. The design team should consider ultraviolet filter treatments on windows and into areas that house library materials. Window selection, both in quality and type must be done with heating and cooling costs, and maintenance costs in mind.

It should be possible for staff to open some windows in each area for ease of cleaning and for ventilation in the event of a mechanical failure.

Window placement and size must take into consideration shelving heights, work counters and normal desk heights to avoid unsightly views from the outside.

### ***Space Finishes***

Exterior building finishes must be durable and not require frequent painting or staining. Finishes such as high quality masonry or stucco are preferable to wood. Vandal resistant finishes are essential. Application of a graffiti retardant coating to all appropriate exterior surfaces from grade to a height of at least 12 feet is required, as is the incorporation of features that discourage skateboarding.

Inside the Library use durable finishes that will stand up to years of heavy use. Avoid surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal resistant. Install corner guards at all appropriate locations in both public and staff work areas.

It is a prime concern that wall coverings be durable and appropriate to the space. Any painted surface should use high quality, standard color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the Entrance/Lobby Area. Fabric wall coverings should be avoided except where tackable wall surfaces are specified.

Floor coverings should be both attractive and durable. High quality, commercial grade, anti-static nylon carpet tile is preferred for most public and staff spaces, especially in high use areas. Rolled carpet with a low, narrow loop for low maintenance, with a life expectancy of a minimum of 15 years may also be considered. The choice of floor coverings will be discussed with Library maintenance staff prior to specifying any products.

Non-skid finishes are required on hard surface flooring, especially in areas such as the Entrance/Lobby. Stone surfaces will be considered only if the stone's finish avoids special cleaning procedures.

Hard surface floor coverings such as vinyl, non-slip tile or stone, rather than carpet should be considered in the following areas:

- ◆ Entrance/Lobby Area
- ◆ Public and Staff Restrooms
- ◆ Supplies and Equipment Storage
- ◆ Staff/Delivery Entrance
- ◆ Building Maintenance Area
- ◆ Custodial Closet and Supplies
- ◆ Kitchens
- ◆ Return Drops
- ◆ Library Café
- ◆ Telecommunications Closet

### ***Access for the Disabled***

The Library must accommodate the needs of people with disabilities, so that they may have full, unimpeded use of the Library's collections and services. The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). This includes accessibility issues relating to the Library as a whole and specific parts of the Library.

### ***Acoustics***

The maintenance of appropriate noise levels and acoustical separation between the various parts of the Library is essential. It is especially important to keep the intrusion of noise from a nearby freeway to the absolute minimum. Use all available architectural and design techniques to achieve this goal so that adults, youth, and children may use the facility simultaneously without disturbing each other. It is recommended that an acoustical consultant be retained by the architect to assist in appropriate design finishes selection. Noise levels within the building must be in compliance with levels recommended for the "work/study" building category in the *Encyclopedia of Acoustics* (see *Appendix C: Bibliography*).

The acoustical impact must be considered when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled if necessary.

### ***Environmental Conditions (HVAC)***

#### ***HVAC system and humidity & temperature criteria:***

The Library needs to be provided with a complete air conditioning, heating, and ventilating system. Ventilation units need to be zoned according to use, room orientation, and hours of operation. Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telephone rooms need to be provided with air conditioning and with backup mechanical ventilation units as needed. A gas-fired boiler is needed for all heating requirements.

Access for mechanical maintenance and repairs should be provided at the building's exterior. Mechanical areas for HVAC units should be open and provide sufficient free area for proper airflow and maintenance. The area must be carefully located and treated to mitigate acoustical impact on the surrounding environment.

Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Design Conditions:

Outside	Indoor
Summer (ASHRAE 0.1% design day)	75 degrees F +/-2 degrees F
Winter (ASHRAE 0.2% design day)	70 degrees F +/-2 degrees F
Relative Humidity	50% +/-10%RH

**Indoor air quality and energy conservation issues:**

Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life cycle costs is strongly recommended. Ensure that spaces in which equipment that emit significant airborne particles, such as photocopy machines, or generate odors, such as kitchen equipment are vented directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building.

**Maintenance issues:**

Specify mechanical systems equipment for the building with replacement parts available from a local supplier.

Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically rated partitions shall be sealed with acoustically rated sealant. Areas that are considered sensitive to noise need to be provided with acoustically treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to Library and building maintenance staff.

**Illumination**

The Library's lighting quality is a prime design consideration. Lighting in the building must be uniform throughout each space, without glare or contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality is retained. At night, to the greatest extent possible energy efficient light fixtures will be located to indirectly illuminate the same surfaces as does indirect sunlight, so the building lighting performs much the same night and day. Task lighting will be employed to increase light levels where required. Proper glazing orientation will be considered to move the time of day that the building would be at peak building energy usage from general peak energy demand periods, reducing energy costs.

**Lighting levels:**

Lighting levels should meet recommendations based on the 1993 *Illuminating Engineering Society Handbook*. These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

Reading areas: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot-candles.

Book stacks: 6 – 10 foot-candles at a height of 12" and 30 foot-candles maximum, measured vertically at any height to achieve an approximate 5-to-1 maximum-to-minimum ratio across the book stack face. Place lighting over stacks parallel to stacks.

Service desks: 50 - 70 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations to avoid glare.

Conference rooms: 30 – 40 foot-candles average, measured horizontally at desktop.

Staff work area: 50 – 70 foot-candles average, on desks and worktables, measured horizontally at desktop.

Meeting Rooms: 40 – 50 foot-candles average with all lights on and with separately controlled lighting for the front of the room. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations. The note taking lights should not spill into the projection screen.

During the design phase of the project, a full-scale mockup of book stack and other lighting strategies proposed by the designers will be required prior to design approval.

***Lighting fixtures:***

Lighting fixtures should effectively control glare, through shielded parabolic louvers in downlights, uplighting and other techniques. Indirect lighting throughout the building is preferred. Lighting in intensive computer use areas should meet the "preferred standards for visual display terminal lighting in the ANSI/ESNA RP-1-1993 standard", *American National Standard Practice for Office Lighting*, which covers situations in which people use computers for 4 or more hours per day.

***Light Sources:***

Light sources should be fluorescent for general use. Long fluorescent lamps should be T8 lamps in warm or medium color, with color- rendering index of 75. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Electronic ballasts should be used whenever possible.

Incandescent lamps should be considered only for use in spaces where no other type of light source can meet the space's needs. For general use, avoid this type of light source due to life-cycle costs.

The number of different lamp types used should be minimized, to simplify maintenance and economize on lamp stocking. Standard lamp types should be used. Placing fixtures in locations that are difficult to access or in locations that require special scaffolding for access should be avoided.

If task lighting is used in the public area, ensure that it is durably constructed, affixed to the furniture, does not obstruct staff ability to monitor the space and is designed to spread the light evenly across the surface it illuminates.

***Lighting controls:***

All lights in the Library, including task lighting, should be controlled by a programmable timer system that is flexible and can be manually overridden. Consider a master control station at or near the Reference/Children's Services Desk or Circulation Desk or Staff Delivery entrance, at a location to be determined with staff during the design phase. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public should be kept at a minimum. All of these light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable.

***Emergency and exit lighting:***

An emergency lighting system must be incorporated into the lighting plan. Emergency and exit lighting must meet any applicable state or local codes. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and customers to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

***Exterior lighting:***

Exterior lighting should be provided to allow safe, easy nighttime access and also as a deterrent to vandalism. In the parking area, provide 0.6 candles average and 0.15 foot candles minimum, measured horizontally at pavement level to achieve a 4 to 1 average to minimum ratio, and with no spill light on adjacent property. Exterior pedestrian areas, steps, ramps, plazas, doorways, and potential hiding places should be adequately lit for safety and security. Light sources should be high density discharge, metal halide lamps, designed

with vandal shields and controlled by photocells interfaced with the building's lighting control system. Exterior lighting needs to comply with any pertinent ordinances.

***Lighting plan review:***

During the design development, the Library will require a lighting plan review once the furnishings and equipment layouts are completed. This plan should show all ceiling and wall mounted fixtures as well as any task light fixtures that will be used. Each type of fixture should be identified on the plan, a catalog cut sheet showing a picture and the specifications for each fixture provided for review by the Library Planning Team.

***Power and Data Communication Requirements***

The building should be equipped with a flexible, universal electrical and telecommunications distribution infrastructure that will support the Library's current and future wiring and cabling needs. As a basic rule of thumb, size the wiring and cabling capacity to accommodate twice the number of computer workstations and peripheral devices that are planned for installation on opening day.

Over time, the Library must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. Therefore, cellular deck or raised flooring (Walker Duct™, Flexspace cablefloor™ or equivalent products) will be used in as many areas of the building as possible, particularly in areas that need the flexibility to add or relocate equipment and furniture that require wiring and cabling. The entire building should be "wireless friendly" so that users can connect to the Library's wide area network from any location in the building using their portable computing devices.

Electrical closets, conduit and raceways must be sized to house electrical and cabling needs for all building systems, including electrical power, fiber optic and coaxial cable, telecommunications, security and emergency wiring and any other systems required. Electrical power for the Library's computers and other electronic equipment must be "clean" to ensure a reliable level of power distribution. UPS (Uninterrupted Power Source) backup should be incorporated in planning.

The building's cabling system should be bid separately from the building construction project, the bidding timed so that cabling is specified within 12 to 18 months prior to opening day, to facilitate coordination between the cabling and the complement of equipment planned for opening day.

***Wire management:***

Concealed wire management strategies should be employed at each workstation for the public and staff and at each service desk. Easy access should be

provided above or at the work surface to power and to the Library network. Both the Library's permanent computers and customers' portable devices must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and furniture must be easy to use, difficult to damage, and tucked away from traffic. Conduit must be sized for at least category 5 universal twisted pair copper. Outlets need to be color coded for voice, data, and other systems. Some stack end panels should be wired and cabled to accommodate computer catalogs. These special panels should be distributed throughout the collection. Library staff should collaborate with the Library design team to specify placement.

#### ***Data network:***

The Library's data network requirements are extensive and will require standardized jacks and cabling support systems. The wiring must be color coded, tamper-resistant, numbered and easily accessible by the staff, but not accessible to the public.

#### ***Security Systems***

A building intrusion security alarm is required, with a control point at the Staff/Delivery Entrance and a connection to a remote alarm monitored by a security dispatch service. The intrusion system needs to monitor all exterior windows and doors. During the design phase, the designers must work with Library staff to appropriately specify this system, including consideration of motion detectors at key locations.

The Security system must accommodate separate use of the Meeting Room during hours that the Library is closed.

Exit alarms should be provided on all required public fire exits other than the main exit/entrance.

A sprinkler system and heat and smoke sensing devices should be in use throughout the building, in accordance with state and local codes.

The Library will be equipped with a 3M™ or equivalent Library materials theft detection system that allows staff to deactivate a security sensor in each item as it is checked out. The customer may then carry the deactivated material through the security system gate. If the material carried out has not been deactivated, an audible alarm will sound.

The County Library plans to move to RFID technology as part of its long-range technology plans, subject to budgetary resources. Although the systems will be installed subsequent to opening day, the security point must be laid out with future installation of RFID equipment in mind.

### ***Signs***

Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach, at least 10" clear from the bottom edge of the sign to the floor. Major signs must be large enough to be read from the entrance to the Library's public space. Signage must be integrated into the interior design of the building and coordinated with the space planning, lighting and other pertinent elements of the facility.

Signs must be easy to move and change as the Library's interior spaces shift over time. Where appropriate, signage should be designed so that Library staff can modify and reinstall signs to reflect changes in the layout of the collections and services. Signs must be vandal resistant.

Outside the building there should be a large, attractive sign on Norbridge Ave. announcing that this is the Castro Valley Library and that it is a branch of the Alameda County Library System. Additionally, there should be directional signs on both Norbridge Ave. and Redwood Rd. directing motorists to the Library.

### ***Audio Visual Systems***

The Library's Major Meeting Room should be equipped with a ceiling mounted video projector and a ceiling mounted video projection screen. The Meeting Room should be prepared to handle cable television reception outfitted with a high quality audio system, and designed to accommodate wireless technology.

The Multipurpose Education Center should be wired and cabled to support a variety of audiovisual and telecommunications activities.

There should be a public address system in the Library so that staff can make announcements to the public. The public address system will be used to announce the closing of the Library as well as emergencies and should be a part of the building's telephone system. The public address system should be able to be heard in every part of the Library including rest rooms, storage rooms, loading docks, custodial work spaces and staff offices. It must have selective broadcast capability, to allow messages to be blocked from certain spaces as needed, such as in the meeting rooms during programs.

### ***Visual Supervision***

From the Circulation Service Desk staff will be able to visually supervise the Entrance/Lobby Area as well as the immediate area around the Circulation Service Desk itself.

From the Reference/Children's Services Desk staff will be able to visually supervise Reference Collection and Reference Seating Area, the Children's Reference Collection Area, the New Book and Special Display Area and parts of the Children's Area.

It will be necessary to incorporate some video surveillance equipment to allow staff to visually supervise other areas of the Library that do not have sight lines from either the Circulation Service Desk or the Reference/Children's Services Desk.

### ***Master List of Furniture and Equipment***

The Library should be designed to provide seating for 209 customers. This will more than double the 90 seats provided in the current Library. This projected seating level (about 3.1 seats per 1,000 residents) matches planning guidelines for library seating in communities the size of Castro Valley from the Wisconsin Department of Public Education's *Public Library Space Needs: A Planning Outline*. Space allocations were determined using the *Wisconsin Standards* supplemented by information from the Libris Design Software program. Space allotments were calculated by taking the number of seats and multiplying that number by the square foot per seat. *Appendix A* of the Castro Valley Library's Building Program provides a complete list of public seating needs and corresponding square footage requirements in the new Library.

Information technology was identified by the Needs Assessment Survey and the Focus Groups as one of the most important services the Library should provide in the next five years. School District Administrators ranked increased access to technology as the most important service improvement in a new Library. The entire Library must be designed to accommodate both traditional PCs and portable wireless devices. On opening day, a minimum of 57 WebPac workstations capable of accessing the Internet, the Library's catalog and all subscription databases as well as offering access to computer applications such as word processing and spreadsheet software will be available for public use. The entire building should be "wireless friendly" so that portable computers in the Multipurpose Education Center as well as the portable computing devices that customers and staff may use can access the County Library's network. Additionally, the Library design needs to accommodate 27 computers that will be used by staff at service desks, staff workstations and in the Sorting and Returns area. All computers will connect to a local area network that will connect to the Alameda County Library wide area network via high-speed data lines. The Meeting Room, the Multipurpose Education Center, and the Conference Room must be wired and cabled so computers can access the Library's network. The design should include two telecommunications closets to support the computer network. *Appendix A* of the Castro Valley Library's Building Program provides a complete list of computer needs and corresponding square footage requirements in the new Library.

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In addition to computers, the new Library design should provide space and wiring for five networked printers and one scanner which will be part of a print management center for the public including copy machines, change machines, debit card dispensers and a work counter with storage. The design should provide space and wiring for 3 self check-out machines. *Appendix A* of the Castro Valley Library's Building Program provides a summary of required furniture, computer, and equipment needs and corresponding square footage requirements in the new Library.

### ***Approach and Public Entrance to the Building***

The building's exterior must be recognizable as a library. The interior of the Library should be visible to those passing by and act as a magnet to draw visitors into the building.

### ***Exterior Power and Water***

Weather and tamper proof water and electrical power outlets should be provided on all major exterior sides of the building, including several outlets adjacent to the building's public and staff entrances, to facilitate maintenance and to support outdoor events sponsored by the Library and the community. Recessed locking hose bibs for the exterior of the building should be provided.

### ***Parking***

Automobile Parking: 145 parking spaces, 74 full size @ 9 feet x 18 feet and 71 compact size @ 8 feet x 16 feet should be provided. Additionally, there must be an adequate number of properly located and marked disabled access parking spaces as required by code. Curb cuts and ramps must meet ADA requirements. Parking designated for Library staff needs to be located near the Staff Entrance.

Service Vehicles: One parking space adjacent to the delivery entrance and loading area for Library system vehicles and other service vehicles should be provided.

Parking Traffic Patterns: Design the parking lot with clear entrance and exit patterns to avoid vehicular congestion. Include several short-term parking spaces adjacent to the exterior materials return drop for customers who are returning materials, but do not plan to visit the Library.

Passenger Pick-up and Drop Off: A convenient, safe and sheltered area close to the public entrance where visitors may be picked up or dropped off should be provided. This area needs to be away from the main vehicular traffic lanes of the parking lot and should have a covered walkway to the public entrance.

**Bicycle Parking:** Covered bicycle parking for up to 20 bicycles outside the public entrance should be provided. The racks should be visible from the lobby and are designed to meet current security standards for bicycles.

### ***Roof***

The roofing system must be designed to last a minimum of 20 years, with a roof pitched to facilitate rain runoff. Avoid mounting building systems equipment on the roof if possible. If this is necessary, the equipment needs to be screened from view and access must avoid accidental damage to the roof membrane or any other building element located on the roof. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

### ***Public Safety and Staff Security***

The Library should be planned with the safety of the public and staff in mind and designed to meet all state and local fire and safety codes. Public access areas, staff and delivery entrances and walkways outside the building should be well lighted, level with the parking area, open to view, with slip resistant surfaces and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors must be able to enter the building without climbing steps. All exterior surfaces and areas should be designed to discourage skateboarding and roller skating. Safety glass should be utilized where necessary and appropriate. The design of the Library's furniture and casework should avoid sharp corners, especially in the Children's Services Area.

### ***Flagpole***

There should be a flagpole in a prominent location of standard height with a vandal proof rope.

### ***Trash Receptacles and Recycling***

Standard size trash receptacles should be placed along the exterior near the public entrance. Locate space at the building exterior adjacent to, or easily accessible from, the delivery entrance for enclosed large-scale trash receptacles and recycling containers. Trash receptacles should be screened from view, easily secured, and should not offer access to the roof. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the Staff/Delivery Entrance.

### ***Art Work and Display***

The design team should engage the community and Library staff in a collaborative effort during the design phase of the project to identify and initiate

art projects that can be incorporated into the building's design. Works of art that require floor space that could otherwise be used for Library operations, that impinge on clear paths of travel, or that require significant maintenance or seismic bracing should be avoided.

### ***Clocks***

Locate wall-mounted clocks in each major public area and in the staff work areas. A low maintenance, centrally controlled, atomic clock system is highly desirable.

### ***Maintenance***

The building should be designed to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes, and mechanical systems as well as the furnishings and equipment.

All spaces in the Library must be easily cleaned and as impervious as possible to abuse. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

### ***Surplus Materials Stock***

The Library requires extra stock of all materials in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents must specify the amount of extra stock for each item.

### ***Plumbing and Restrooms***

Restrooms must be easy for the public to find, designed for durability, safety and resistance to vandalism. Single occupancy restrooms for the public must be avoided.

Fixtures should be wall-mounted and cubicle partitions should be ceiling mounted. Floor and wall coverings should be a hard surface, tile or vinyl, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib. Restrooms need to be ADA compliant and entry doors must be designed to enable people in wheel chairs to easily enter and leave the restrooms. Vandal resistant finishes materials and finishes throughout each restroom are a prime consideration.

Restrooms must be separately vented and acoustically separated from adjacent spaces.

***Restroom Fixtures:***

- ◆ Stainless steel fixtures and partitions are desirable for durability.
- ◆ Each public restroom requires paper towel dispensers.
- ◆ Waste receptacles must be recessed and/or wall mounted.
- ◆ Hand soap dispensers must be tamper-proof and mounted directly over sinks to prevent soap leaks and avoid water drips on the floor. These accessories should be wall- or counter-mounted, not imbedded within the sink itself.
- ◆ Each public restroom requires a baby changing station as well as a purse/parcel shelf in each stall.
- ◆ Water flow should be timed for automatic shut-off.
- ◆ Mirrors need to be vandal resistant and scratch proof

PART THREE

**SPATIAL RELATIONSHIPS**

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The following chart is an adjacency diagram for the new Library showing the spaces that will be contiguous to each other. **Note:** The solid lines on the chart indicate a required adjacency; the dotted lines indicate a sightline. The number in each rectangle on the chart corresponds to its location in the Space Description portion of the Building Plan.



PART FOUR

**SUMMARY OF FACILITY SPACE REQUIREMENTS**

The following table gives a summary of the square feet needed for each space in the new Library with its corresponding location in the Program. Each of these spaces is fully described in the following pages of the Building Program. The summary covers assignable space in both the public and staff areas of the Library.

Space	SF Needed			
1A	Public Entrance/Lobby	590		
1B	Friends of the Library Book Sale & Store	464		
1C	Public Restrooms	nonassignable		
1D	Meeting Room	2,000		
1E	Meeting Room Storage	272		
1F	Library Café	490		
1G	Conference Room	250		
1H	Art Exhibit Hall	650		
8A.	MultiPurpose Education Center	932		
	<b>Total</b>			5,648
2A	Circulation Service Desk	356		
2B	Express Check Out	180		
2C	Material Return slots	n/a		
2D	Automated Returns	n/a		
2F	Copy Machines & Network Printing	237		
	<b>Total Circulation Area</b>			773
3A.	New Books & Special Displays	360		
3B	Adult Audiovisual Collection	826		
4A	Information / Children's Services Desk	472		
4B	Reference Collection & Seating	1,780		
4C	Castro Valley History	166		
4D	Electronic Information Center	936		
5A	Adult Fiction Collection	1,602		
5B	Adult Non-Fiction	3,821		
5C	Magazine and Newspaper Browsing	680		
5D	Senior Area and Large Type Collection	300		
5E	International Languages/ESOL	350		
5F	Quiet Adult Seating	730		
	<b>Total Adult</b>			12,023

*Part IV • Library Building Plan*  
*Summary of Facility Space Requirements*

6A	Young Adult Area	1,024		1,024
7A	Children's Reference Collection	84		
7B	Children's Electronic Information Center	432		
7C	Children's Picture Books	752		
7D	Parent's Collection	124		
7E	Early Readers	336		
7F	Moving Up Collection	156		
7G	Children's New Book Display Area	88		
7H	Children's Fiction	720		
7I	Children's Seating Area	494		
7J	Children's Non-Fiction Collection	1,778		
7K	Middle School Area	248		
7L	Children's Audiovisual Collection	621		
7M	Children's International Languages	120		
7N	Children's Magazine Browsing Area	208		
7O	Children's Community & Library Info Center	24		
7P	Children's Seating Area	250		
	<b>Total Children's</b>			6,435
	<b>Public Space Subtotal</b>			25,903
9A.	Library Manager's Office	190		
9B.	Circulation Supervisor's Office	150		
9C.	Staff Work Area	1,528		
9D.	Staff Restrooms	nonassignable		
9E.	Supplies ; storage	310		
9F.	Telecommunications Closet	nonassignable		
9G.	Staff Room/Kitchen	452		
9H.	Custodial Closet/Supplies	nonassignable		
9I.	Mechanical Storage	nonassignable		
9J.	Delivery and Mail Sorting Area	112		
2E	Sorting & Returns	817		
	<b>Staff Area Subtotal</b>			3,559
	<b>Grand Total of Assignable Space</b>			29,462

PART FIVE

**SPACE DESCRIPTIONS**

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**1A. Entrance/Lobby Area**

**590 SQUARE FEET**

The Library needs one public entrance and point of control. The entrance should be well lighted and welcoming, with automatic sliding or similar type doors for easy opening by people of all ages and physical capabilities. The lobby should be large enough to support traffic to and from the Library's public access spaces, the public restrooms, and the Meeting Room.

The entrance at ground level should be located at the focal point of pedestrian traffic, which is assumed to be the Library parking area. All ADA regulations must be strictly followed so as to provide a state of the art facility for customers with disabilities. A Library hours sign, visible from outside the Library, should be at the entrance. A Library hours sign should also be visible from the street for drive-by viewing. All Library hours signs should be easily altered to reflect changes in open hours. A double-door lobby area (i.e. doors into the lobby from the exterior and doors into the Library proper) should be provided to prevent drafts, reduce cooling and heat loss, and to lock the Library area when the Library is closed and the meeting room and restrooms are still in use.

The entrance and lobby area should be floored with a non-slip surface for safety during wet weather.

The entrance should open into the lobby, between the outside entrance and the security system gates and circulation areas. There must be no areas of the lobby accessible from inside the Library without going through the security gates. Entrance doors should allow visibility into the lobby area. At the entrance from the lobby to the Library proper, there should be direct access and clear signage to the various main areas of the Library. The lobby should be separated from the Library proper when the Library is closed and the meeting room and restrooms are in use. The doors separating the lobby and its satellites should operate electronically with manual overrides.

The lobby will include:

- ◆ Foot cleaning mats
  - ◆ Two public telephones one at a lower height to meet ADA standards and one equipped with a TDD
  - ◆ Access to the meeting room
  - ◆ A pair of attractive built-in, glass enclosed display units for exhibits of handicrafts, local history artifacts, or other items either owned by the Library or borrowed for special displays
  - ◆ Access to the Friends' Bookstore
  - ◆ Access to the Library café
-

- ◆ A diagram or map of the building
- ◆ 2 refrigerated drinking fountains, one for adults and one for children and people in wheelchairs
- ◆ 5 bulletin boards – 5'x7' bulletin board or tackable wall space should be provided for posting of information about community, local government, and Library events
- ◆ 24 linear feet of slotted shelving shall be installed below the board for neat display of flyers, brochures, tax forms, and other handouts
- ◆ Built-in trash receptacles
- ◆ Two 3-person benches
- ◆ Two pairs of material theft security gates (one incoming and one outgoing pair) at the inner perimeter of the lobby, adjacent to the Circulation Service Desk, with easy access for staff at the desk to meet and intercept customers who have set off the alarm as they exit. They should be 3M type gates, without barrier arms or horizontal crosspieces.
- ◆ An interior Returns Drop (see 2D)

**Occupancy:** 8 – 32

**Adjacencies:** 1D Major Meeting Room  
1C Public Restrooms  
1B Book Store/Friends of the Library Work Area  
2E Sorting and Returns  
1H Art Exhibit Hall  
*1F Library Café*

**Sight lines to:** 4A Reference/Children's Services Desk  
2A Circulation Service Desk/Express Holds

**Collections:** None

**Seating:** Two 3-person benches

**Acoustics:** Conversations generated by incoming and outgoing visitors needs to be buffered so that noise does not intrude into the Library's public spaces. Avoid floor surfaces, such as ceramics tiles, that generate loud footfall noise and harsh acoustical reverberation.

**Environmental Conditions:**

The lobby area needs to be zoned separately from the Library interior. The space should act as an environmental buffer, protecting the Library's interiors from temperature fluctuations and drafts. Two sets of doors, one outer and one inner, should be considered to create an area that minimizes

temperature fluctuations and drafts intruding into the Library's interior spaces.

**Fenestration:** Exterior glazing should be used to provide optimum visibility into the lobby area from the exterior approach and to allow staff at the Circulation Service Desk to monitor activity in the lobby.

**Technology/Audiovisual/Power/Data:**

Two pairs of materials theft security gates (one incoming and one outgoing pair) at the inner perimeter of the lobby, adjacent to the Circulation Service Desk, with easy access for staff at the desk to meet and intercept customers who have set off the alarm as they exit will be installed. They should be 3M type gates, without barrier arms or horizontal crosspieces.

An interior Returns Drop (see 2D) will be installed. Subject to budgetary resources, the Library intends to install RFID technology, including a returns drop that utilizes RFID, which will provide more accurate and faster return of materials to the shelves through the use of automated check-in and sorting of materials according to shelving location.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
2	Display cabinets	35	70
2 pair	Theft security gates	24	48
As needed	Floor mats	NA	NA
NA	Circulation space	400	400
2	3-person benches	24	48
5	5' x 7' bulletin boards	NA	NA
2	Shelving sections, 45" H Slotted shelves, w/ dividers	12	24
1	Interior Returns Drop	NA	NA
Total			590

**1B. Bookstore/Friends of the Library Work Area**  
**464 SQUARE FEET**

This area will be operated by the Friends of the Library and used for their ongoing book sale and their general work area.

Access to the Friends Gift Shop and work area will be located off the lobby. This separate lockable room will be divisible into 2 sections by means of a moveable partition. One section will be used for the Friends ongoing book sale and the merchandizing of gift items with a library or book theme. It will contain a small desk with a chair, a counter with cash register, and book shelving. The second section will be a private work area that will contain 2 six-foot worktables with eight chairs, and approximately 250 linear feet of shelving. A rear door from the workroom section to the parking lot would be desirable. Outside windows in both the store and office are required.

**Occupancy:** 4 - 12

**Adjacencies:** 1A Entrance/Lobby Area  
1D Major Meeting Room

**Collections:** 14 sections of sale books on 72" H shelves  
14 sections of book storage on 84" H shelves

**Seating:** 8 task chairs  
1 desk chair

**Acoustics:** Noise from the lobby area may intrude into this space without significant impact.

**Environmental Conditions:** Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified. The book sale area needs to be protected from drafts entering the building from the public entrance doors.

**Fenestration:** Outside windows in both the store and office are required. Exterior glazing should be used to cut down on glare.

**Lighting:** For the shelving area, provide 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face. Accent downlighting should be provided to highlight displays.

***Technology/Audiovisual/Power/Data:***

Electrical outlets should be provided in both sections. This area should be wired and cabled so that the Friends can provide a telephone and computer for their volunteers. Additionally, this area must be accessible to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
14	Shelving sections, 72" H	12	168
14	Shelving sections, 84" H	12	168
2	6' work tables with task chairs	40	80
1	Desk with chair	30	30
1	Counter	18	18
Total			464

**1C. Public Restrooms**  
**NON-ASSIGNABLE SPACE**

The public restrooms should be located adjacent to the Entrance/Lobby and the major meeting room. Library users must exit the Library through the security gates in order to enter the restrooms. Each restroom needs to meet local code and ADA requirements for quantity of fixtures and stalls.

Restrooms must be designed for durability, easy maintenance, and resistance to vandalism. Fixtures should be wall or counter-mounted and cubicle partitions should be ceiling-mounted. The women's restroom should provide for coin-operated sanitary napkin dispenser and disposal units. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Parcel/purse shelves or baskets should be installed in each stall. Baby diaper changing stations should be available in both men's and women's restrooms.

**Occupancy:** Meet local code requirements

**Adjacencies:** 1A Entrance/Lobby Area  
1D Major Meeting Room  
1H Art Exhibit Hall

**Collections:** None

**Seating:** NA

**Acoustics:** Ensure effective acoustic separation of the restrooms from other occupied areas of the building, especially the meeting room.

**Environmental Conditions:** Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified. Sufficient ventilation to ensure physical comfort and to protect health must be provided, with a minimum 12 air exchanged each hour. Exhaust fans specific to this space must be provided.

**Lighting:** The use of lighting products to mitigate for limited natural light should be considered. Adequate lighting levels at sinks and mirrors should be ensured.

***Finishes:*** Floor and wall coverings should be a hard surface, tile or vinyl, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib. Vandal-resistant materials and finishes throughout each restroom are a prime consideration.

***Disabled Access:*** Restrooms must be ADA compliant, toilet seat tops at 17" to 19" above finished floor and all fixtures and accessories specified and installed in accordance with accessibility regulations.

***Technology/Audiovisual/Power/Data:*** Public address system needs to be clearly audible within each restroom. Provide standard, wall-mounted power outlets for use by maintenance personnel.

**1D. Major Meeting Room**  
**2,000 SQUARE FEET**

The meeting room should be located so that it can be entered from the lobby of the Library. A separate entrance must be provided that can be used when the Library is closed. There must also be direct access from the children's area to the meeting room through a lockable door.

Meeting room users must have access to the restrooms, public telephones, and drinking fountain in the lobby area when the Library is closed. Ideally, facilities should be provided for coats and umbrellas.

The meeting room should be designed with the security system in mind, so that access from the Library proper is restricted.

The meeting room should be rectangular and the floor flat, to allow multi-purpose use of the room. The room should be divisible by partition to accommodate small meetings. Both spaces must be accessible when the partitions are in place. Seating spaces should be provided for 180 people.

The front of the room should allow for a portable stage that would raise six inches or more off the floor and meet ADA standards for accessibility.

Acoustics are especially important. The meeting room will be used for a wide variety of activities, including storytelling, small drama productions, meetings, discussion groups, and workshops. The room will be designed so it does not necessarily require a sound system, but one will be available for use. The meeting room should be equipped to accommodate ADA assistive listening devices.

Multiple lighting capacities should include fluorescent and canister lighting for dimming and highlighting areas of the room. Switches including dimmers should be located at all entrances and in each half of the room.

A small, lockable AV control room must be provided to house the PA system and other AV equipment. It should also accommodate a master lighting control panel for both parts of the room.

There should be windows in the meeting room, but it must be possible to completely darken the room during daylight hours. Non-fabric black out curtains are advisable.

Walls should be made of tackable surface and contain hanger rails at 6 foot height for display purposes. The front wall should contain a built-in electronic white board.

There should be an alcove equipped with a sink, electrical outlets, serving counter, and cupboards. This area will be used to serve, not to prepare food. The sink should be deep with a gooseneck faucet to accommodate coffee urns, should include a garbage disposal, and should be easily accessible to children. The kitchen should be closed off from the meeting room.

The meeting room should have direct access to a storage closet, which will hold stackable chairs, folding tables, AV equipment, and a portable stage.

**Occupancy:** 180 (90 in each space when divided)

**Adjacencies:** 1A Entrance/Lobby Area  
1B Book Store/Friends of the Library Work Area  
1C Public Restrooms  
1E Major Meeting Room Storage

**Collections:** None

**Seating:** 180 stacking chairs

**Acoustics:** This space will be used constantly for performances, classroom instruction, lectures, children's programming and many other public events. The space needs to be designed and finished to promote excellent acoustical conditions throughout the space, whether the entire space is in use or the space is divided. The movable wall partitions must have high acoustic separation quality to allow classes to meet in one part of the space while other meetings occur in the other part.

Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile. Ensure that ceiling tile carries a high sound isolation rating. Assess all building systems, ductwork and other building elements that may introduce noise into the space for acoustical impact.

**Environmental Conditions:**

Air conditioning, heating, and other mechanical devices should be as silent as possible. There should be no loud hum or other noise that might affect or undermine the quality of sound in the room. Control of heating and air conditioning should be separate from that in the rest of the building. Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be

specified. HVAC controls must be separate to support after hours use.

***Technology/Audiovisual/Power/Data:***

The room must include many special electrical connections to accommodate the public address system, audio-video equipment, and lighting controls. The room needs to be equipped with adjustable lighting levels, ceiling-hung video/computer projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual, telecommunications and computer generated activities, including cable TV reception, distance learning events, and interactive demonstrations of online or Internet resources. It should be equipped with a high quality audio sound system and designed to accommodate wireless technology. The meeting room will be equipped with electronic white boards for conferencing, saving images to PCs, or as a projection surface. It should be equipped with a quad plasma screen for multiple uses, including video and RGB display.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
180	Stacking chairs	10	1,800
1	Podium/presentation area	NA	100
1	Projection screen, ceiling mounted	NA	NA
1	Video projector, ceiling mounted	NA	NA
Several	Electronic White boards	NA	NA
Several	Tackable wall surfaces	NA	NA
1	Picture hanging system	NA	NA
1	Refreshment prep area	100	100
1	Quad plasma screen	NA	NA
Total			2,000

**1E. Major Meeting Room Storage**  
**272 SQUARE FEET**

Space will be provided for storage of chairs on stacking dollies, folding tables, and audiovisual equipment controls associated with the Major Meeting Room.

It must be lockable. Hard floor coverings are required in this space. Double doors and immediate access to the Major Meeting Room are required.

**Occupancy:** None

**Adjacencies:** 1D Major Meeting Room

**Collections:** None

**Seating:** None

**Technology/Audiovisual/Power/Data:**

Audio and video controls for the Major Meeting Room should be located here. Standard, wall-mounted power outlets for use by Library staff should be provided.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
18	Stacking dollies with 10 chairs each	8	144
20	Folding tables	5	100
1	AV equipment stack	12	12
1	Stage	16	16
Total			272

**1F. Library Café**  
**490 SQUARE FEET**

A Library café that visitors can use as an informal gathering and social area should be located close to the lobby area. The ambiance should be warm and inviting. Library visitors will be allowed food and drink in this area. The café should be equipped with round café tables and chairs. A food preparation area will be included. It should be equipped with a sink large enough to accommodate a 30-cup coffee urn, a stove/oven with 4 burners, a full-size refrigerator, both 110v and 220v standard electrical outlets, microwave oven, dishwasher, serving counter, cupboards, and cash register. Additional 110v and 220v electrical outlets should be located on one wall of the café proper for vending machines. The space needs to be wired and equipped to accommodate a high quality audio system. The area should have hard flooring, rather than carpet to prevent damage when food is served. It should be acoustically separate from the rest of the building. The café should be compliant with County Health Department codes for food preparation and serving areas. An outside window is required. Volunteers or the Friends of the Library group will run the café.

<b>Occupancy:</b>	6 – 12
<b>Adjacencies:</b>	1A Entrance/Lobby Area
<b>Collections:</b>	None
<b>Seating:</b>	12
<b>Acoustics:</b>	Treat the space finishes to minimize noise spillage from this area into other spaces.
<b>Fenestration:</b>	Outside windows are required. Exterior glazing should be used to cut down on glare.
<b>Technology/Audiovisual/Power/Data:</b>	110v and 220v electrical outlets should be located on one wall of the café for vending machines. 110 v and 220v electrical outlets should be mounted for refrigerator, microwave, dishwasher, and cash register. The space needs to be wired for a high quality audio system. The area must allow access to the Library's wireless network.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
3	Round café tables, 42" diameter	120	360
12	Café chairs	Included above	Included above
1	Sink with counter and cupboards above and below, high faucet to accommodate 30-cup coffee urn		
1	Stove/oven w/4 burners		
1	Full refrigerator		
1	Microwave oven		
1	Dishwasher		
1	Cash register		
	Sales/food preparation area with kitchen components listed above	100	100
2	Vending machines	15	30
2	Trash receptacles	Included above	Included above
Total			490

**1G. Conference Room**  
**250 SQUARE FEET**

This room will be used by community members and by small groups who need to meet or work collaboratively. It will accommodate 10 people around a conference table and should be acoustically separated from the Library proper.

One wall should include an electronic white board; another wall should have a marker board. Remaining walls should include display rails and tackable wall covering. The room should be equipped with adjustable lighting levels. The space needs to be wired and cabled to support a variety audiovisual and telecommunications activities.

**Occupancy:** 2 – 10

**Collections:** None

**Seating:** One conference table and 10 chairs

**Acoustics:** This room will be the designated location for small groups to work, to provide an acoustically separate area in which conversations can take place without disturbing other patrons. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile, especially in a room of this size.

**Environmental Conditions:**

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified. HVAC controls must be separate.

**Technology/Audiovisual/Power/Data:**

The space must have adjustable lighting levels and assistive listening device capability. It needs to be wired and cabled to support a variety of audiovisual, telecommunications, and computer generated activities. It should be designed to accommodate wireless technology. It should be equipped with an electronic white board for conferencing, saving images to PCs, or as a projection surface.

It should provide electrical and data ports for plug-in access to the Library's network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
1	Conference table with 10 chairs	250	250
2	Wall mounted display boards, including electronic white board	NA	NA
Total			250

**1H. Art Exhibit Hall**  
**650 SQUARE FEET**

This area will be accessible from the Entrance/Lobby area and adjacent to the restrooms and the Major Meeting Room. The Art Exhibit Hall will be the primary area for display of community art in the library. Careful attention must be paid to lighting. The walls should be constructed with plywood covered with burlap backing; walls should be self-healing with respect to holes and penetration.

**Occupancy:** 4 - 8

**Adjacencies:** 1A Entrance/Lobby Area  
1C Public Restrooms  
1D Major Meeting Room

**Seating:** 6

**Acoustics:** Wall, ceiling, and floor surfaces should be sound absorbent, including carpeting, wall panels and ceiling tiles.

**Lighting:** Lighting in the Art Exhibit Hall will be flexible to that it can be changed to accommodate a variety of art presentations.

**Technology/Audiovisual/Power/Data:**

The Art Exhibit Hall will be equipped with high-speed network connections that can be used for the installation of electronic and interactive displays. It should have plasma display for sharing of electronic artwork. The plasma display should accept video or RGB input. It should have access to the wireless network. The space needs to be wired and equipped to accommodate a high quality audio system.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
3	2-person benches for 6 seats	24	72
NA	Exhibit space		578
1	61" Plasma Display	NA	NA
Total			650

## **2A. Circulation Service Desk/Express Holds** **356 SQUARE FEET**

The Library will have two staffed service points, the Circulation Desk and the Information/Children's Services Desk. The Circulation Desk needs to be the service point that is closest to the public entrance, highly visible and an obvious place for incoming customers to seek help if they need it.

The Library's Express Checkout machines will be highly visible and directly adjacent to this desk in the Express Checkout area. A display rack will be mounted on the side of the desk to showcase Library handouts and brochures, Library card applications and maps of the building layout.

The desk will be staffed at all times the Library is open. It needs three staff positions, with counter surface eight feet in length for each position, two positions at 39" counter height, and one position at 30" sit-down height. Equipment at each staff position will include an online workstation, receipt printer, 1 to 2 theft system desensitizers, a telephone handset, and slotted storage for manuals and brochures. Space for 2 cash registers centrally located behind the desk is required.

An Express Self-service reserved materials area should be located directly adjacent to the Circulation Desk. It should include six sections of shelving for reserved materials being held for pickup.

Staff at this desk will answer directional questions, help customers use the Express Checkout machines, issue Library cards, accept payment of fines for lost, damaged, and overdue materials, monitor the theft security gates, check out materials for customers who do not wish to use the Express Checkout machines, explain Library policies and procedures regarding circulation and service hours and provide other assistance as needed. Space for three Express Checkout machines will be nearby and in plain view for customers to check out their own materials.

Activity here will often be brisk and sometimes noisy. The space will need generous circulation space on both the staff and public sides of the service desk, with queuing space for up to 12 people, as well as acoustical buffering. Staff needs to be able to move quickly and easily between the service counter, the theft security gates and the adjacent staff work areas. The staff here must also have a clear sight line into the lobby and to the Information Desk/Children's Desk. The public, however, should not be able to look directly into the Staff Work Area.

The desk must be designed with ergonomic and disabled access principles in mind. The desk counter height needs to accommodate customers or staff in a

wheelchair and to allow staff to assist customers who are filling out forms or handling lengthy transactions.

Each desk must be equipped with:

- Counter tops of a durable, vandal-resistant, easily cleaned material, such as stone or Corian.
- A “purse shelf” at the public side of the counter, at least 4” deep, for customers to place belongings while they transact their business.
- “Toe space” at the foot of the desk, at least 4” deep, to accommodate comfortable standing room for customers while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields at the rear of each computer workstation to conceal exposed wiring.
- Box and pencil drawers, pigeonholes, kneeholes, and other features at each staffing point.
- Floor coverings must be anti-static, permit easy movement of book trucks, and be comfortable for extended staff standing. A recessed anti-fatigue mat should be installed behind the desk.
- Counter depth of approximately 30” to accommodate computer terminals, keyboards, and printers with an allowance so staff can achieve an ergonomic position at each service point.
- Storage space behind the counter and to the side of each staff kneehole to house computer equipment.

Each desk must be designed to discourage the public from entering the space behind the desk counter. Staff at the desk, however, needs to be able to move quickly and efficiently from behind the desk into the public area. Large-scale signage, visible from a distance, will identify each service point.

**Occupancy:** 1 – 3 staff; 4 – 12 public

**Adjacencies:** 2F Copy Machines and Print Management Center  
2B Express Checkout  
9C Staff Workroom Area

**Sight lines to:** 1A Entrance/Lobby Area  
4A Reference/Children’s Services Desk

**Collections:** None

**Seating:** Three chairs for staff

***Environmental Conditions:***

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified. Circulation Service staff will spend many of their on-duty hours at this desk. Air diffusers should be oriented to avoid direct flow of air toward the desk.

***Fenestration:***

Utilize window screens or equivalent devices on windows, as needed, to shield the area from direct daylight from exterior windows or clerestory to ensure that light does not strike the desk at any time or create glare on computer monitors.

***Lighting:***

Provide 40 – 50 foot candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations to avoid glare. Supplemental task lighting over the counter, depending on ceiling heights and architectural features, to ensure adequate light at this key activity point should be considered.

***Flexibility/Expandability:***

Computer equipment used at the Circulation Service Desk and at staff workstations will change and be upgraded over time. Work surfaces and cabinets must be designed to easily accept new equipment, with a minimum of raised edges or other divisions that will prevent installation of new equipment.

***Technology/Audiovisual/Power/Data:***

Each service counter position must be provided with standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. Standard communications and power outlets at each staff workstation must be provided. This space should have access to the Library's wireless network. It will be equipped with 3 online computer workstations, each with a receipt printer, 2 theft prevention desensitizers, 2 telephones, one at each workstation, and 2 centrally located cash registers.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
3	Staff position with computer workstation	80	240
2	Cash register	15	30
8	Shelving sections, 78" H	10	80
1	Display rack for handouts	6	6
Total			356

**2B. Express Checkout**  
**180 SQUARE FEET**

Library customers will be encouraged to use one of the three “Express Checkout” machines located adjacent to the Circulation Desk to check out their materials. These machines are similar to bank ATM machines and will be used by many, if not most, customers. The machines should be placed in a prominent area with generous circulation space, close to the Circulation Service Desk. Each machine needs some separation to give customers a sense of privacy as they transact their business. Placement of at least one of the machines must conform to ADA requirements.

Subject to budgetary resources, the Library plans to install RFID technology to enable faster and more accurate checkout. Customers will be able to simply stack material on the self-check unit and the barcodes will automatically be scanned. RFID technology will also provide more accurate check-in and sorting of material according to shelving location.

Each machine needs an amount of clear work surface on both sides, approximately 1.5’ wide x 2’ deep on each side, to allow books, purses, and other belongings to be set down while the machine is used. Queuing space for the machines and the Circulation Service Desk should be combined.

**Occupancy:** 3 - 20

**Adjacency:** 2A Circulation Service Desk/Express Holds

**Collections:** None

**Seating:** None

**Acoustics:** Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Fenestration:** Avoid glare on computer monitors from exterior windows or interior lighting.

**Technology/Audiovisual/Power/Data:**

Standard communication and power outlets, conveniently mounted under the counter, to support the Library’s Express Checkout equipment, with associated wire management channels to bring equipment wires and cables from the service desk counter cleanly, without loose cables on the service counter should be provided.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
3	Self checkout units	36	108
12	Queuing space	6	72
Total			180

## **2C. Exterior Returns Drop**

**NON-ASSIGNABLE SPACE**

The Exterior Returns Drop is one of two sets of return slots needed in the Library, one at the public entrance for use by patrons who are returning books and AV materials and one at the exterior of the building to provide customers with continuous return drop-off access. Both sets of return slots need to empty directly into the Sorting and Returns area. This space needs to be designed and dimensioned to accommodate the installation of automated check-in and sorting equipment that will utilize a conveyor system and robotic equipment to process, re-sensitize, check in and sort circulating materials as they are returned to the library.

**Adjacency:** 2E Sorting and Returns

**Technology/Audiovisual/Power/Data:**

A built in security camera should be provided. Subject to budgetary resources, the Library plans to install RFID technology that will provide more accurate check-in and sorting of material according to shelving location. The area should be equipped with electricity and data lines to accommodate an RFID enabled book return.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
1	Returns Drop	Outside building	NA
1	Security camera	Outside building	NA
Total			NA

**2D. Interior Returns Drop**  
**NON-ASSIGNABLE SPACE**

Customers will be encouraged to drop off materials they are returning either at the interior returns drop located in the lobby or at the exterior returns drop. Materials returned at this drop empty directly into the sorting and returns area. Subject to budgetary resources, the Library plans to install RFID technology that will provide more accurate check-in and sorting of material according to shelving location.

**Adjacencies:** 2E Sorting and Returns

**Technology/Audiovisual/Power/Data:**

Subject to budgetary resources, the Library plans to install RFID technology that will provide more accurate check-in and sorting of material according to shelving location. The area should be equipped with electricity and data lines to accommodate an RFID enabled book return.

**Components:**

Quantity	Item	Square Feet/Item	Total square feet
1	Returns Drop	NA	NA

**2E. Sorting and Returns**  
**817 SQUARE FEET**

Materials will enter the Sorting and Returns area from the Exterior Returns Drop and the Interior Returns Drop. Both must be adjacent to the Sorting and Returns area.

This area needs to be enclosed from the public space and adjacent to the Staff Workroom Area. It must be built to accommodate RFID enabled automated circulation sorting equipment that will be purchased when budgeting allows, and have enough room to accommodate 30 book trucks at a time. It should have 1 staff workstation to accommodate computer control equipment needed for operation.

Staff will continually move full book trucks out of the space and bring empty book trucks into the space. There must be sufficient space to maneuver the book trucks as well as to park them. The space must be equipped with corner and wall guards to protect them from the constant impact of the book trucks and bins. This space and adjoining spaces should be designed to make book truck movement between rooms easy.

Incoming and outgoing book bins will be sorted in this area. A work counter 10' x 3' and no higher than 30" is needed as well as clear floor space for loading and unloading of up to 4 stacks of delivery bins.

Two sections of 84" H type wall mounted shelving for damaged items and other problem returns are required as well.

**Occupancy:** 1 – 3 staff

**Adjacencies:** 2C Exterior Returns Drop  
2D Interior Returns Drop  
9C Staff Workroom Area

**Collections:** None

**Seating:** One chair

**Acoustics:** Machine noises need to be buffered so that sound does not intrude into other areas of the Library.

**Environmental Conditions:**  
A system must be provided that will ensure that heat build-up from equipment can be quickly mitigated.

***Technology/Audiovisual/Power/Data:***

The Sorting and Returns space needs to be designed with sufficient clear space to accommodate RFID enabled sorting equipment. Technology equipment in this space will include the following: Three online computer workstations for processing returns, laser scanners and barcode readers, theft system resensitizers and desensitizers, and a postage meter.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
1	Staff work station with one chair	50	50
30	Book trucks	8	240
1	Delivery sorting counter	60	60
4 stacks of 6 bins	Space for delivery of bins	4	16
2	Shelving sections, 84" H	10	20
NA	Sorting equipment	431	431
Total			817

**2F. Copy Machines and Print Management Center**  
**237 SQUARE FEET**

This space will contain three photocopy machines for the public, a scanner, a change machine, a debit card dispenser, and a work center with storage cabinets below. Five network printers will reside in this area as well. The area should be located near the Circulation Service Desk for visual supervision. Clear signage will be posted to explain how to operate all equipment. It should be acoustically buffered but not an enclosed space.

**Occupancy:** 1-5

**Adjacencies:** 2A Circulation Service Desk/Express Holds

**Sight line to:** 4D Electronic Information Center

**Collections:** None

**Seating:** None

**Acoustics:** Machine noises need to be buffered so that sound does not intrude into other areas.

**Environmental Conditions:**

Heat build-up from equipment usage must be quickly mitigated.

**Flexibility/Expandability:**

Equipment used in the Copy Machines and Print Management Center will change and be upgraded over time. Work surfaces and cabinets must be designed to easily accept new equipment, with a minimum of raised edges or other divisions that would prevent installation of new equipment.

**Technology/Audiovisual/Power/Data:**

The area should be wired and cabled to support the following equipment: 3 copy machines, 5 network printing stations, a scanner, a change machine, and a debit card dispenser.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
3	Copy machines	45	135
1	Work center with storage	24	24
1	Change machine	6	12
1	Debit card dispenser	6	6
5	Network printing stations	10	50
1	Scanner	10	10
Total			237

### **3A. New Book and Special Display Area** **360 SQUARE FEET**

This space will be a major magnet and center of activity. Customers will stop by frequently to see what new books, DVDs, and other items are available. The space needs to draw visitors in and allow them to comfortably browse through display shelves of new and popular materials.

New circulating books and high interest materials from the collection will be displayed here, on 66" high shelving, with many items displayed face out.

The Library's audiovisual collection will be located directly adjacent to this area. Oftentimes, customers will visit these areas of the Library exclusively. They should be considered as complementary spaces and have the ambience of a high profile merchandising space.

At least 120 sq. ft. of extra floor space should be built into this area so that it will be spacious enough to allow for traveling exhibits or special displays.

**Occupancy:** 6 – 12

**Adjacencies:** 3B Adult Audiovisual Collections

**Sight lines from:** 4A Reference/Children's Services Desk

**Collections:** 14 sections of new materials on 66" high shelves

**Seating:** Two 3-person benches

**Acoustics:** This area will be a popular and sometimes bustling, noisy magnet for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Fenestration:** This area needs to be designed to ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measure vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face should be provided in the shelving area.

Supplemental accent downlighting, as needed, to highlight displays should be provided.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and electrical outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library, should be provided.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
14	Shelving sections, 66" H	12	168
2	3-person benches, 48" L	36	72
	Display space for traveling exhibits	120	120
1	Bulletin board	NA	NA
Total			360

### **3B. Adult Audiovisual Collections** **826 SQUARE FEET**

Audio and video materials in many formats are in high demand in the Castro Valley Library, both for recreation and for study and learning. The Library intends to expand its audiovisual media collection significantly, which will make this one of the busiest areas of the Library. It will contain music on compact disc, books on tape/CD, or CD ROM software, videos, and DVDs. Audiovisual media for children will be found in the children's services area and audiovisual materials in other languages will be found in the International Languages collection.

These high demand collections will make this a popular destination for customers. This space and the adjacent New Book and Special Display Area will form two of the most heavily used parts of the building and need to be placed away from areas intended for quiet study or reading. Several of the audiovisual collections will be kept on mid-height (78" high) shelves to facilitate browsing. The shelving here will also need to accommodate new formats that may be added in the future. All Young Adult audiovisual, except for Young Adult music CDs, will be shelved in this area.

**Occupancy:** 8 – 30

**Adjacencies:** 3A New Book and Special Display Area  
6A Young Adult Area  
5E International Languages/ESOL

**Collections:** 33 sections of videos and DVDs on 78" H shelves  
6 sections of compact discs in AV browsing bins  
24 sections of books on tape and books on CD on 84" H shelves  
2 spinning racks of CD ROMS

**Seating:** None

**Acoustics:** This area will be a popular and sometimes bustling, noisy magnet for individuals and families, sometimes in groups. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Fenestration:** The area should be designed to ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:**

6-foot candles at a height of 12" and 35-foot candles maximum, measure vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ration across the book stack face should be provided in the area. Lighting over the stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

**Flexibility/Expandability:**

Because of the ever-changing nature of audiovisual materials, it is essential that shelving can be easily changed to accommodate more or different formats.

**Technology/Audiovisual/Power/Data:**

Standard, recessed flush floor-mounted or wall-mounted communications and electrical outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library should be provided.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
33	Shelving sections, 78" H AV shelving for videos and DVDs (shelving type E)	12	396
6 (Holds 600 CDs per section with 4 shelves)	Shelving sections, AV angled browsing bins for CDs (Shelving type G)	12	72
24	Shelving sections, 84" H for books on tape and books on CD	12	288
2	Spinning racks for CD ROMS	35	70
Total			826

#### **4A. Reference/Children's Services Desk** **472 SQUARE FEET**

The Reference/Children's Services Desk will be one combined desk with the ability to accommodate up to five staff positions (two for Children's Services and three for Adult Services). These positions must be strategically placed so that staff can serve the public in both the Adult and Children's Services sections of the Library to maximize staff efficiency. The side of the desk adjacent to the Children's section must be of a height and size that is welcoming to children and not intimidating to them.

This desk will be staffed every hour the Library is open. It is the second service point within the Library and complements the Circulation Service Desk. Staff stationed at both the Circulation Service and Reference/Children's Services desks need to be able to clearly see each other. Additionally, the Reference/Children's Services desk (like the Circulation Service Desk) needs to be clearly visible to customers as they enter the Library.

Staff must be able to move easily from the desk to the public access computers and to the Reference and Circulating collections. The Reference Collection stacks need to be adjacent. Line of sight adjacency from the desk to as many of the public spaces as possible is crucial.

Each of the five staff positions needs a computer with a printer, a keyboard shelf, and a telephone. Additionally, the Reference/Children's desk should include:

- ◆ Counter tops should be of a durable, damage resistant, easily cleaned material, such as stone or Corian.
- ◆ "Toe Space" at the foot of the desk, at least 4" deep, to accommodate comfortable standing room for customers while they face the desk.
- ◆ Concealed wire management for all equipment placed on the desk counter or within the desk.
- ◆ Shields at the rear of each computer workstation to conceal exposed wiring.
- ◆ Box and pencil drawers, pigeonholes, kneeholes and other features at each staffing point.
- ◆ Desktop height should be 29 inches on the staff side of the desk. The section designated for adult services will have an additional counter top 16 inches in width on the public side of the desk, raised seven inches above the desktop. Eight inches of the raised counter top will extend into

the public area and eight inches will rest above the desktop. The Children's Desk will be 29 inches high and 30 inches deep. Adult Reference Services Desk area must be designed to ADA specifications for both staff and the public. It is not appropriate to assume adult customers with disabilities will want to be served at the Children's Desk.

- ◆ Counter depth of approximately 30" to accommodate computer terminals, keyboards and printers with an allowance so staff can achieve an ergonomic position at each service point.
- ◆ Storage space behind the counter and to the side of each staff knee-hole to house computer equipment.

The Reference/Children's Services Desk must be designed to discourage the public from entering the space behind the desk counter. Staff at the desk, however, needs to be able to move quickly and efficiently from behind the desk into the public area to rove the floor, helping customers throughout the library with the aid of handheld computing devices and cordless phones. Large-scale signage, visible from a distance, will identify each service point.

Correct ergonomic design is a prime consideration. Each staffing point must adhere to appropriate ergonomic design standards.

**Occupancy:** 2 – 10 public, 2 – 5 staff

**Adjacencies:** 4B Reference Collection and Reference Seating  
7A Children's Reference Collection  
7B Children's Electronic Information Center  
4D Electronic Information Center

**Sight lines to:** 1A Entrance/Lobby Area  
2A Circulation Service Desk/Express Holds  
3A New Book and Special Display Area  
7A-O Children's Areas

**Collections:** Four sections of 45" high shelving-Adult Ready Reference  
Two sections of 45" high shelving-Children's Ready Reference

**Seating:** Five chairs for staff

**Acoustics:** Activity here will often be brisk, with incoming telephone inquiries and both cheerful and serious conversations between Library staff and customers. Treat the space finishes to minimize noise spillage from this area into other spaces. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

***Environmental Conditions:***

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified. Reference/Children's Services staff will spend many of their on-duty hours at this desk. Air diffusers should be oriented to avoid direct flow of air toward the desk.

***Fenestration:***

Utilize window screens or equivalent devices on windows, as needed, to shield the area from direct daylight from exterior windows or clerestory to ensure that light does not strike the desk at any time or create glare on computer monitors.

***Lighting:***

Provide 40 – 50 foot candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations to avoid glare. Supplemental task lighting over the counter, depending on ceiling heights and architectural features, to ensure adequate light at this key activity point should be considered.

***Flexibility/Expandability:***

Computer equipment used at the Reference/Children's Services Desk and at staff workstations will change and be upgraded over time. Work surfaces and cabinets must be designed to easily accept new equipment, with a minimum of raised edges or other divisions that will prevent installation of new equipment.

***Technology/Audiovisual/Power/Data:***

Each service counter position must be provided with standard communication and power outlets, conveniently mounted under the counter, with associated wire management channels to bring equipment wires and cables from the service counter cleanly, without loose cables on the service counter or in the staff work space. This space should access the Library's wireless network. Equipment for this area includes 5 staff computer workstations with printers and 5 telephones.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
5	Staff positions	80	400
6	Shelving sections, 45" H	12	72
Total			472

**4B. Reference Collection and Reference Seating**  
**1,780 SQUARE FEET**

This space contains the adult reference book collection, 20% of the volumes on 45" low shelving and 80% on 84" high shelving. Materials shelved in this area include general reference materials, encyclopedias, directories, and bibliographic tools. Special subject collections such as business, community information, and consumer materials will also be shelved here. Additional specialized materials housed in this area include telephone books, government documents, college catalogs, and maps. The shelving needs to be arranged for convenient access from the Reference/Children's Services Desk so that staff can easily help customers with their research. Three 4-place tables, eight 2-place tables, four study carrels and two public access computers will be located here as well as a combined atlas stand/map case. The area will also include a microfilm reader-printer. The overall effect should be one of logical order, easy access, and comfort of use rather than massive, unrelieved shelves of books. Seating should be grouped to avoid the appearance and atmosphere of a study hall.

**Occupancy:** 10 – 40

**Adjacencies:** 4A Reference/Children's Services Desk  
4C Castro Valley History

**Collections:** Sections of reference books on 45" H and 84" H shelves

**Seating:** Three 4-place tables with 12 reader seats  
Eight 2-place tables with 16 reader seats  
Two sit down computer workstations  
Four study carrels

**Acoustics:** Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile.

**Fenestration:** The area should be designed to ensure that direct sunlight does not come into contact with library materials, display areas, or seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measure vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face should be provided in the area. Lighting over the stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is

crucial that sufficient lighting reach the bottom shelf of each book stack.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and electrical outlets to support electronic equipment located here, or to support future equipment moved here from another part of the library should be provided. Two computers and one microfilm/fiche reader/printer are planned for this space. If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection should be provided at each reader seat. This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
44	Shelving sections, 84" H, for reference books	12	528
22	Shelving sections, 45" H, for reference books	12	264
3	4-place tables with 12 chairs	100	300
2	Sit-down computer workstations	36	72
1	Microfilm reader-printer	36	36
1	Atlas stand	36	36
8	2-place tables with 16 seats	50	400
4	Study carrels	36	144
Total			1,780

**4C. Castro Valley History Area**  
**166 SQUARE FEET**

This area will provide a focal point for information and displays about Castro Valley, its history, and the community, both past and present. It will include a display case for exhibits of photographs, artifacts, documents and other items that reflect the community's heritage and interests. In addition, a wall mounted display board, designed to complement the display case and shelving is needed here to accommodate a rotating display of photographs, newspaper articles and other items that focus attention on the community's history.

One section of shelving will house histories, photo albums, and similar works as well as any reports that relate to current public policy issues. Two lateral files, possibly built-in, are needed to store historic photos or other items that are more appropriately housed in this way. This space is intended to be an adjunct to the Reference Collection and part of the adult services area. It needs to be close to the Reference/Children's Services Desk and easily seen from the main public space. It is not intended to be a separate room. The seating will consist of one 4-place table. This will be a special place meant to honor the community. Cabinetry, movable furniture and shelving here should be an enhanced version of the standard in the rest of the building.

- Occupancy:** 2 - 4
- Adjacencies:** 4B Reference Collection and Reference Seating
- Collections:** One section of 72" H shelving  
Two lateral files
- Seating:** One 4-place table
- Acoustics:** This area will be less noisy and active than other parts of the Library. Seats should be dispersed throughout the book stacks.
- Lighting:** Lighting should be flexible so that it can be changed to accommodate a variety of exhibits.
- Finishes:** Enhanced versions of furniture and shelving should be used. Higher quality than the standard should be used throughout the building.
- Technology/Audiovisual/Power/Data:**  
Standard flush floor-mounted communications and power outlets to support future electrical equipment should be provided. This area should be part of the wireless network.
-

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
1	Shelving sections, 78" H	12	12
2	Lateral files or cabinet	15	30
1	Display case	24	24
1	Display board, wall mounted	NA	NA
1	4-place table with 4 chairs	100	100
Total			166

**4D. Electronic Information Center**  
**936 SQUARE FEET**

This area will contain twenty-six public access computer workstations, all sit-down stations, offering full access to the online catalog, the Internet, specialized information resources mounted on the Library network, and software applications such as Word and Excel. All stations should be wired to network printers located in area 2F. The units should be grouped together for visibility by the public and placed in proximity to the Reference Desk to allow staff to quickly help customers at the machines. Frequently, two people will use a computer together, so generous seating and workspace at each workstation is important. Stations should be clustered into smaller groups to avoid a study hall look.

During the design phase, the Library staff needs to be consulted regarding exact placement of the computers. Special attention should be paid to flexible, secure, discreet wire management that is easily accessible to Library staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user. This area should be designed to accommodate wireless technology.

At least two of these computers need to offer features that will assist those with physical and visual disabilities, and they must be placed in locations and on furnishings that are ADA compliant.

**Occupancy:** 6 – 35

**Adjacencies:** 4A Reference/Children's Services Desk

**Sight line to:** 2F Copy Machines and Print Management Center

**Collections:** None

**Seating:** 26 seats at 26 stations

**Acoustics:** Since machine noise from the computer workstations in this space will penetrate to adjoining spaces, care should be taken to mitigate this inevitable source of sound. Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Environmental Conditions:**

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified. Clustered computer equipment will generate

significant heat build-up in the area. The space needs to be zoned to mitigate for this condition.

**Fenestration:** Glare on computer monitors from exterior windows or interior lighting should be avoided.

**Disabled Access:** The Americans with Disabilities Act (ADA) guidelines need to be met or exceeded. These guidelines should be interpreted broadly, with the understanding that many people with temporary disabilities will use the Library, as will many people with physical limitations who do not consider themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights, aisle widths, and all other physical elements within the facility must be ADA compliant.

At least 2 computer workstations need to be equipped to support the needs of the visually impaired and hearing impaired. These workstations must have font enlargement capability, voice recognition software, and other disability mitigation features.

**Lighting:** 30 – 40 foot candles average, measured horizontally at desktop should be provided, unless overall design diminishes the effectiveness of this lighting level. Light fixtures and orientation should be designed to ensure the avoidance of computer screen glare.

**Technology/Audiovisual/Power/Data:**

One single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets should be provided. Data drops should be integrated into the computer tables.

The technology equipment planned for this area includes: 26 public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, and mouse.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
26	Computer workstations, sit-down	36	936
Total			936

**5A. Adult Fiction Collection**  
**1,602 SQUARE FEET**

Fiction should be shelved on 84" high shelving to provide logical and easy access to the collection, which is arranged alphabetically by author. A warehouse look should be avoided. Display shelving and slat-wall stack ends should both be considered for this area to allow spot highlighting of the collection and to maximize the space's display and merchandizing potential. Included in the fiction area will be specifically marked sections for genres such as Mystery, Science Fiction, Westerns, and Short Stories. These special sections should have a distinctive look that sets them apart from the general fiction collection but still maintains their logical connection with it. The location of these genre collections should be clearly marked and visible as customers approach the fiction area. Paperback fiction should be located in this area on 78" high shelves. Shelving should allow for paperback display and merchandizing, and at the same time allow for maximum retrievability. If possible, window seating in this area is desirable.

For flexibility this area is planned with 6 shelves per 84" high sections. Adding a 7th shelf to a section as needed could expand the collection.

Two stand-up public access computers will be placed in highly visible locations adjacent to the shelving for the convenience of customers looking for books in this area.

**Occupancy:** 6 – 16

**Adjacencies:** 5F Quiet Adult Seating Area

**Collections:** 94 sections of 84" high shelving for fiction and genre  
27 sections of 78" high shelving for paperbacks

**Seating:** One 4-place table with chairs

**Flexibility/Expandability:**

This collection may increase over time. It is planned with 6 shelves per 84" high section. A seventh shelf can be added if needed.

**Fenestration:** It is important that direct sunlight does not come into contact with library materials, display areas, or seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves. Glare on computer screens from exterior windows or interior lighting should be avoided.

**Lighting:**

6 foot candles at a height of 12" and 35 foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face should be provided. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

**Technology/Audiovisual/Power/Data:**

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided. Two stand-up computers are planned for the space. Provide electrical and data ports for plug-in access to the library's network at each table.

This space should have access to the Library's wireless network.

Technology equipment in this area will include: Two public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, and mouse.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
94	Shelving sections, 84" H, for fiction and genre	12	1,128
27	Shelving sections, 78" H, for paperbacks	12	324
1	4-place table with chairs	100	100
2	Computer workstations, stand-up	25	50
Total			1,602

**5B. Adult Non-Fiction Collection**  
**3,821 SQUARE FEET**

These collections are to be available on shelves open and easily accessible to the public, located adjacent to the Adult Quiet Seating area and near the magazines and newspaper browsing area. Non-fiction should be shelved to provide easy access to the collection and to avoid a warehouse look. Ranges should follow a logical location pattern for shelving in numerical order.

The non-fiction book collection and biographies will be shelved on 84" high shelves, with a maximum of 6 shelves per section. Slat-wall stack ends should be considered in this area to maximize the space's display and merchandizing potential. The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage. Career and Test Books will be housed on 4 ranges of 84" high shelves in this section. For flexibility this area was planned with 6 shelves per 84" high sections. Adding a 7th shelf to a section as needed could expand the collection.

This area will also offer reader and study seating at three 4-place tables, wired to allow customers to plug in their laptop computers and similar electronic devices.

Five stand-up public access computers will be placed in this area for the convenience of customers who are looking for books in this area.

**Occupancy:** 10 – 25

**Adjacencies:** 5C Magazine and Newspaper Browsing  
5F Quiet Adult Seating Area

**Collections:** 272 sections of non-fiction and biography on 84" H shelves  
7 sections of display shelving for paperbacks

**Seating:** Three 4-place tables with 12 reader seats

**Flexibility/Expandability:**

This collection may increase over time. It is planned with 6 shelves per 84" high section. A seventh shelf can be added if needed.

**Fenestration:** It is important that direct sunlight does not come into contact with library materials, display areas, or seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall

on the shelves. Glare on computer screen from exterior windows or interior lighting should be avoided.

***Lighting:***

6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided. Five stand-up computers are planned for the space.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

Technology equipment in this area will include: Five public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, and mouse.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
276	Shelving sections for non-fiction and biography books, 84" H	12	3,312
7	Shelving sections of 78" H shelving for paperbacks	12	84
3	4-place tables with 12 chairs	100	300
5	Computers workstations, stand-up	25	125
Total			3,821

**5C. Magazine and Newspaper Browsing**  
**680 SQUARE FEET**

This area should have its own unique ambiance, in a relatively quiet area of the Library. It should include shelving for current issues of 344 magazines and 25 newspapers. It should be adjacent to the Senior Area and the adult non-fiction collection.

Current issues of periodicals will be displayed on 84" high adjustable shelves. These shelves should be fixed sloping for easy display. A minimal backfile of each title (6 months to a year) will be shelved underneath the sloping display shelf on flat shelves. All other periodical backfiles will be shelved in the Staff Work Area.

This area will also accommodate shelving for 25 newspaper titles on 66" high adjustable shelves. Current newspapers will be displayed on sloping shelves with Plexiglas lids. Each 3' shelf will hold 2 newspapers. Recent back issues will be shelved on flat shelves below the current issues.

Seating will include two 4-place tables and six lounge chairs, to make this a prime space for comfortable, quiet reading. Particular attention should be paid to this space's acoustics, lighting and general atmosphere. It should be set off from the main paths of travel through the building. Adjacency to windows that overlook the exterior site landscaping is highly desirable. Some chairs can be located in Quiet Adult Seating.

<b>Occupancy:</b>	4 - 20
<b>Adjacencies</b>	Views to exterior landscaping 5B Adult Non-fiction Collection 5D Senior Area and Large Type Collection 5F Quiet Adult Seating Area
<b>Collections:</b>	19 sections of magazines on 84" H sloping shelves 3 sections of newspapers on 66" H shelves
<b>Seating:</b>	Two 4-place tables with 8 chairs Six lounge chairs
<b>Acoustics:</b>	This area is intended to provide a quiet sanctuary for reading and reflection. The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

***Fenestration:*** Visual access to exterior landscaping will enhance the goal of providing a space to promote quiet reading and reflection. It is important that direct sunlight does not come into contact with library materials, display areas, or seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Stacks should be located so that direct sunlight does not fall on the shelves.

***Lighting:*** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

***Spatial Relations:*** This space needs to be located far from busy or noisy areas, to provide a calm sanctuary that encourages quiet reading and reflection. It should be designed as part of a larger "quiet zone" within the general public space.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
6	Lounge chairs	36	216
2	4-place tables with 8 seats	100	200
19	Shelving sections, sloping, 84" H	12	228
3	Shelving sections, 66"H, for newspaper display	12	36
Total			680

**5D. Senior Area and Large Type Collection**  
**300 SQUARE FEET**

The Senior Area will feature comfortable seating, a special collection of Large Type books and displays of particular interest to seniors. While the Senior Area should be away from a heavy flow of traffic to minimize noise, it should be readily accessible. Ideally it should be located adjacent to the current periodicals area. It should not have traffic flowing through it to other areas of the Library. The Senior Area should not be adjacent to the Young Adult or Children's Area. Lighting levels in this area should be no less than a 60 foot candle average.

To facilitate access, books should not be shelved too high or too low in this area. Shelving should be 78" high with neither the top nor the bottom shelf utilized. Display shelving and slat-wall stack ends should be considered for this area to allow spot highlighting of the collection and to maximize the space's display and merchandising potential.

The area will include a 3'x5' tackable surface or bulletin board for advertising Senior Programs in the Library and posting other information of special interest to seniors. It should include two sit down computer workstations with at least one being ADA accessible.

Seating should include two comfortable lounge seats. Seating assigned to this area may overlap with that of the Current Periodical and Quiet General Adult reading areas, per architect's design.

**Occupancy:** 4 - 8

**Adjacencies:** 5C Magazine and Newspaper Browsing  
5F Quiet Adult Seating Area

**Collections:** 16.5 sections of 78" H shelving for Large Type books (both fiction and nonfiction).

**Seating:** 2 lounge chairs

**Environmental Conditions:**

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.

**Disabled Access:** The Americans with Disabilities Act (ADA) guidelines need to be met or exceeded. These guidelines should be interpreted broadly, with the understanding that many people with temporary disabilities will use the Library, as will many people with physical limitations who do not consider

themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights, aisle widths, and all other physical elements within the facility must be ADA compliant.

At least one computer workstation needs to be equipped to support the needs of the visually and/or hearing impaired. These workstations must have font enlargement capability, voice recognition software, and other disability mitigation features.

***Fenestration:*** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered.

***Lighting:*** 30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, in increase levels to no less than 60 foot candles should be provided for the reading area.

6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face should be provided. Lighting over stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each book stack.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided. Two sit-down computer workstations are planned for this space. This space should have access to the Library's wireless network.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
2	Lounge chairs	36	72
13	Shelving sections, 78"H, for Large Type books	12	156
2	Computer workstations, sit-down	36	72
Total			300

**5E. International Languages/ESOL**  
**350 SQUARE FEET**

This area will house and display the Library's International Languages collection as well as ESOL (English for Speakers of Other Languages) materials in book and audiovisual format.

The area will have 78" high shelving. Display shelving and slat-wall stack ends should be considered to allow spot highlighting of the collection and to maximize display and merchandising potential. There will be one 2-place table for seating.

**Occupancy:** 2 - 6

**Adjacencies:** 3B Adult Audiovisual Collection

**Collections:** 25 sections of International Languages and ESOL materials on 78" high adjustable shelves

**Seating:** One 2-place table

**Signage:** The area should include clear, attractive signage in appropriate languages designating the nature of the collections.

**Flexibility/Expandability:**

This collection may increase over time, possibly requiring additional shelving.

**Fenestration:** It is important that direct sunlight does not come in contact with library materials, display areas, or seating areas. Book stacks should be located so direct sunlight does not fall on shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

**Technology/Audiovisual/Power/Data:**

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment

moved here from another part of the Library should be provided. Five stand-up computers are planned for the space.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
25	Shelving sections, 78" H for International Languages & ESOL	12	300
1	2-place table with chairs	50	50
Total			350

**5F. Quiet Adult Seating Area**  
**730 SQUARE FEET**

There will be 20 seats distributed in the Quiet Adult Seating Area in addition to other seating detailed elsewhere. This area should be located adjacent to Adult Fiction, the Senior Area and the Magazine and Newspaper browsing area. The area should include signage designating it as a quiet area.

**Occupancy:** 6 – 20

**Adjacencies:** 5A Adult Fiction Collection  
5C Magazine and Newspaper Browsing  
5D Senior Area and Large Type Collection  
5B Adult Non-Fiction Collection

**Collections:** None

**Seating:** Four 2-place tables  
Twelve lounge chairs

**Spatial Relations:** This space needs to be located far from busy or noisy areas, to provide a calm sanctuary that encourages quiet reading and reflection. It should be designed as part of a larger “quiet zone” within the general public space, incorporating also the Magazine and Newspaper Browsing and Senior Area.

**Acoustics:** This area is intended to provide a quiet sanctuary for reading and reflection. The acoustical absorptive effectiveness of finishes in this area is particularly crucial. Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Environmental Conditions:** Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered.

**Lighting:** 30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate,

increasing levels to 50 foot candles, should be considered in the reading area.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided. Five stand-up computers are planned for the space.

If task lighting is used at reader tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
4	2-place tables with chairs	50	200
12	Lounge chairs	36	432
4	End tables	12	48
1	Coffee table	50	50
Total			730

**6A. Young Adult Area**  
**1,024 SQUARE FEET**

The Young Adult Area is an informal, comfortable, attractive area for teenagers. It should be designed so that it is readily visible and recognizable to teenagers. The Young Adult Area should not be viewed as an extension of Children's Services nor should it be located adjacent to the Children's Area.

The Young Adult Area must be situated so that a higher noise level in this area can be tolerated, and designed so that the noise does not intrude to other parts of the Library, such as quiet study and reading areas. This area will include an Electronic Information Center with 6 sit-down computer workstations offering full access to the online catalog, the Internet, specialized information resources mounted on the Library network, and to applications such as word processing. All computers should be wired to the network printers located in area 2F. The equipment also needs to be arranged to avoid screen glare and help assure privacy. Often more than one customer will sit facing a monitor, so generous space is required at each workstation.

There will be 18 seats in addition to the chairs in the Electronic Information Center. It should be designed to accommodate four 4-place tables and 2 lounge chairs. This is a social and group work environment rather than a quiet space.

The collection will include Young Adult fiction, paperbacks and paperback classics, Cliff's Notes, college catalogs, Young Adult music CDs, and Young Adult periodicals. Since some of the Young Adult audiovisual collection is shelved in Adult audiovisual, this section should be adjacent to Adult audiovisual.

**Occupancy:** 4 – 24

**Adjacency:** 3B Adult Audiovisual Collections

**Collections:** 8 sections of 78" H shelving for fiction  
14 sections of 66" H shelving for paperbacks, college catalogs, and Cliff's Notes  
4 sections of 78" H shelving for CDs  
2 sections of 78" H sloped shelving for periodicals

**Seating:** Four 4-place tables  
6 sit-down computer workstations, one to conform to ADA standards  
2 lounge chairs

**Acoustics:** This area will draw numerous teens of a regular basis. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels and ceiling tile to give this area an acoustical buffer.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Expandability/Flexibility:** Based on the Needs Assessment, the furniture should emphasize group seating rather than individual large chair seating. Reorganization of the seating if the need arises should be considered.

**Technology/Audiovisual/Power/Data:**

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided.

Six public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, and mouse.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
6	Sit-down computer workstations	36	216
4	4-place tables, with 16 chairs	100	400
8	Shelving sections, 78" H, for fiction	12	96
14	Shelving sections, 66" H, for paperbacks and college catalogs, and Cliff's Notes	12	168
4	Shelving sections, 78" H, for CDs	12	48
2	Shelving sections, 78" H, sloped, for periodicals	12	24
NA	Wall mounted display boards	NA	NA
2	Lounge chairs	36	72
Total			1,024

**7A. Children's Reference Collection**  
**84 SQUARE FEET**

While the Reference/Children's Services Desk will be combined, the reference collection for children needs to retain a separate identity from the adult reference collection, and be placed on mid-height shelves that are visible as a part of the Children's Services area. Children's reference tools need to be located in close proximity to the Reference/Children's Services Desk allowing for quick, direct and easy access by the staff so they can assist customers in a timely, efficient manner.

**Occupancy:** 2 – 4

**Adjacencies:** 4A Reference/Children's Services Desk

**Collections:** 7 sections of 66" high shelves for books

**Seating:** None

*Fenestration: It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.*

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, increasing levels to 50 foot candles should be considered in the reading area.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
7	Shelving sections, 66" H for books	12	84
Total			84

**7B. Children's Electronic Information Center**  
**432 SQUARE FEET**

This space will contain 12 sit-down computer workstations sized for children and offering full access to the online catalog, the Internet, specialized information resources mounted on the Library Network, and to applications such as word processing. All computers should be wired to the network printers located in Area 2F. This equipment must be adjacent to, or easily monitored from the Reference/Children's Services Desk and oriented so that staff can identify those who need help. The equipment also needs to be arranged to avoid screen glare and to help ensure privacy. Often more than one user will sit facing a monitor, so generous space is required at each workstation. One workstation should conform to ADA standards.

**Occupancy:** 4 – 18

**Adjacencies:** 4A Reference/Children's Services Desk

**Collections:** None

**Seating:** Twelve sit-down computer workstations

**Acoustics:** Since machine noise from the computer workstations in this space will penetrate to adjoining spaces, care should be taken to mitigate this inevitable source of sound. Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Flexibility/Expandability:**

The number of computer workstations in this area may increase over time. The area should be designed to allow for expandability.

**Lighting:** 30 – 40 foot candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Light fixtures and orientation should be designed to ensure that computer screen glare is avoided.

**Fenestration:** Glare on computer monitors from exterior windows or interior lighting should be avoided.

**Disabled Access:** The Americans with Disabilities Act (ADA) guidelines need to be met or exceeded. These guidelines should be interpreted broadly, with the understanding that many people with temporary disabilities will use the Library, as will many people with physical limitations who do not consider

themselves disabled. Entryway widths, pathway slopes, door hardware, audible and visual emergency alarms, seating and shelving heights, aisle widths, and all other physical elements within the facility must be ADA compliant.

One computer workstation needs to be equipped to support the needs of the visually impaired and hearing impaired. These workstations must have font enlargement capability, voice recognition software, and other disability mitigation features.

***Technology/Audiovisual/Power/Data:***

One single data drop jack for each computer workstation, either wall-mounted or in recessed flush floor-mounted outlets should be provided. Data drops should be integrated into the computer tables.

The technology equipment planned for this area includes: 12 public access computer workstations (sit-down), with CPU vertically mounted beneath work surface, monitor, keyboard, and mouse.

The space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
12	Computer workstations, sit-down	36	432
Total			432

**7C. Children's Picture Books**  
**752 SQUARE FEET**

The picture books section is the area in which young children are introduced to the Library and often represents their first use of the Library. It needs to be designed in such a way that young (toddlers through third grade) children will be drawn to it and will feel safe and comfortable using it. It needs to have natural light and be away from the general flow of traffic. Furniture in this area should never have square edges but always rounded edges. Enough space should be included for strollers to be wheeled through and/or parked. Shelving in this area should be 10" deep to accommodate larger sized books. It should have sloping display shelves at the top of each section. Shelves should be slotted with moveable dividers.

**Occupancy:** 6 – 20

**Adjacencies:** 7E Early Readers Collection  
7P Children's Seating Area

**Sight line to:** 4A Reference/Children's Services Desk

**Collections:** 45 sections of picture books on 45" high slotted shelves (shelving needs sloping display shelves at the top of each sections)

**Seating:** Ten preschool seats with table  
Two lounge chairs  
Window seating to accommodate up to 4  
(2 children and 2 parents)

**Acoustics:** Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area will inevitably be a source of noise and should be designed to contain noise spillage as much as feasible. Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy minimum of 15 years is required in this area. High quality, standard color paint from a major manufacturer should be used. Furniture should always have rounded edges, never squared.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, in increase levels to 50 foot candles should be considered in the reading area.

**Technology/Audiovisual/Power/Data:**

Standard, floor and wall-mounted power outlets for use by Library staff should be provided.

This space should have access to the Library's wireless network.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
45	Shelving sections, 45" H for picture books	12	540
2	Lounge chairs	36	72
1	10-place table, rounded with 10 preschool chairs	80	80
NA	Window seating	NA	60
Total			752

**7D. Parents' Collection**  
**124 SQUARE FEET**

This space will be designed for parents and other adults who are responsible for the care of young children. A collection of books on parenting, education, and related topics will be found here. One 4-place table will be placed here. A 3' x 5' bulletin or tackable wall for announcements of special interest to parents should be included.

**Occupancy:** 1 – 4

**Adjacencies:** 7P Children's Seating Area

**Collections:** 2 sections of books and magazines on 66" high shelves

**Seating:** One 4-place table

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, in increase levels to 50 foot candles should be considered in the reading area.

**Technology/Audiovisual/Power/Data:**

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that

carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
2	Shelving sections, 66" H	12	24
1	4-place table with 4 chairs	100	100
Total			124

**7E. Early Readers Collection**  
**336 SQUARE FEET**

Early readers are a special type of material geared to the beginning reader. These books are distinguished from picture books by format and controlled vocabulary. The collection includes some pre-reading materials through third grade, mostly in a small reader sized format. This section should be contiguous with the picture books section.

Shelves should be of the same type of slotted shelves with movable dividers as the picture book collection, with the top row slanted for display. Tackable surface above this display would be useful.

**Occupancy:** 2 – 6

**Adjacencies:** 7C Children's Picture Books  
7F Moving Up Collection

**Collections:** 22 sections of Early Readers on 45" high shelves

**Seating:** 2 lounge chairs

**Acoustics:** Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area will inevitably be a source of noise and should be designed to contain noise spillage as much as feasible. Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to

increase levels to 50 foot candles should be considered in the reading area.

***Technology/Audiovisual/Power/Data:***

Standard, floor and wall-mounted power outlets for use by Library staff should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
22	Shelving sections, 45" H	12	264
2	Lounge chairs	36	72
Total			336

**7F. Moving Up Collections**  
**156 SQUARE FEET**

The books in the Moving Up Collection are a special type of material geared to children in the second through fourth grades. This is a bridge collection and should be contiguous to the Early Reader and Fiction collections. Shelves should be of the same type of slotted shelves with movable dividers as the picture book collection, with the top row slanted for display. Tackable surface above this display would be useful.

**Occupancy:** 2 – 6

**Adjacencies:** 7E Early Readers Collection  
7H Children's Fiction Collection

**Collections:** 13 shelving sections of books on 45" high shelves

**Seating:** None

**Acoustics:** Small children and their parents will gather here to find books to enjoy and will often read them together in this space. The area will inevitably be a source of noise and should be designed to contain noise spillage as much as feasible. Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

***Technology/Audiovisual/Power/Data:***

Standard, floor and wall-mounted power outlets for use by Library staff should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
13	Shelving sections, 45" H	12	156
Total			156

**7G. Children's New Materials Display Area**  
**88 SQUARE FEET**

This will be an open display area adjacent to the entrance to the children's area. It is intended to serve as a focal point for children and families, to spotlight new and exciting materials, and to attract children to this part of the Library.

It will include 66" high display shelving for new materials, many of which will be displayed face out. The top shelf will be slanted for display. Standards need to be high enough to hold three feet of corkboard or other tackable surface to provide a high profile space for staff to mount attractive exhibits of children's art, crafts or similar eye-catching displays. This area will also accommodate holiday and seasonal displays.

Seating will consist of one 3-person bench.

A freestanding display case to present a rotating display of toys, dolls, collectibles and other items is also to be included in this space.

**Occupancy:** 4 - 8

**Adjacencies:** Visible at entrance to Children's Area  
7L Children's Audiovisual Collections

**Collections:** 2 sections of new books and AV materials on 66" high shelves  
2 sections for holiday and seasonal display

**Seating:** One 3-person bench

**Lighting:** 6 foot candles at a height of 12" and 35 foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face should be provided in the shelving area. Supplemental accent downlighting, as needed, to highlight display should be provided.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support added future equipment should be provided.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
4	Shelving sections, 66" H for books and AV materials	12	48
1	3-person bench	24	24
1	Display case, freestanding, 2' x 2' x 4'	16	16
Total			88

**7H. Children's Fiction**  
**720 SQUARE FEET**

The Children's Fiction section should flow from the Picture Book, Early Readers and Moving Up collections. Shelving will provide logical and easy access to the collection that will be arranged alphabetically by author. Paperback fiction should be shelved as a distinct collection in this area. All shelving will be 66" high for easy access and should allow for display and merchandizing.

**Occupancy:** 8 – 30

**Adjacencies:** 7F Moving Up Collection  
7I Children's Seating Area

**Collections:** 60 sections of fiction (hardback and paperback) on 66" high shelves

**Seating:** None

**Flexibility/Expandability:**

This collection may increase over time, possibly requiring additional shelving.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot candles should be considered in the reading area.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support future electronic equipment located here should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
60	Shelving sections, 66" H	12	720
Total			720

## **7I. Children's Seating Area**

**494 SQUARE FEET**

This will be a major seating area in the Children's section of the library. Seating at 4-place tables, 2-place tables, and individual study carrels will be provided in this area. The 4-place tables need to be slightly lower than adult height tables, 24" to 26" from the floor to the bottom of the table surface. The chairs need to be armless and slightly lower than adult height chairs, 15" to 16" from the floor to the top of the chair seat. The two-place tables and chairs, study carrels, should be standard height.

**Occupancy:** 5 - 20

**Adjacencies:** 7H Children's Fiction  
7J Children's Non-Fiction Collection  
7K Middle School Area

**Collections:** None

**Seating:** Two 4-place tables with 8 reader chairs  
Three 2-place tables with 6 reader chairs  
Four individual study carrels with 4 chairs

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy minimum of 15 years is required in this area. High quality, standard color paint from a major manufacturer should be used. Furniture should always have rounded edges, never squared.

**Lighting:** 30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot candles should be considered in the reading area.

**Technology/Audiovisual/Power/Data:**

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid

exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
2	4-place tables with 8 chairs	100	200
3	2-place tables with 6 chairs	50	150
4	Individual study carrels with 4 chairs	36	144
Total			494

**7J. Children's Non-Fiction Collection**  
**1,778 SQUARE FEET**

Children's non-fiction shelving will provide logical and easy access to the collection which will be arranged in numerical Dewey Decimal order. Paperback non-fiction should be shelved as a distinct collection in this area. All shelving will be 66" high for easy access and should allow for display and merchandizing. Two stand-up public access computers scaled appropriately for children will be placed here for customers who are looking for materials in this area.

**Occupancy:** 8 - 30

**Adjacencies:** 7I Children's Seating Area

**Sight lines from:** 4A Reference/Children's Services Desk

**Collections:** 144 sections of nonfiction (hardback and paperback) on 66" high shelves

**Seating:** None

**Flexibility/Expandability:**

This collection may increase over time, possibly requiring additional shelving.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot candles should be considered in the reading area.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided. Two stand-up computers are planned for this space.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

Technology equipment located in this space will include: 2 public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, and mouse.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
144	Shelving sections, 66" H	12	1,728
2	Computers, stand-up	25	50
Total			1,778

**7K. Middle School Area**  
**248 SQUARE FEET**

A comfortable area needs to be established for middle school children. This will include a collection of fictional materials of special interest to middle school-aged users. It should be designed to accommodate two 4-person tables as a social and group work environment rather than a quiet area. Non-fiction and audiovisual materials will be available in adjacent areas.

One section of shelving should include slotted shelves with dividers, with the top row slanted for display. Corkboard or other tackable surface above this display would be useful.

**Occupancy:** 4 – 8

**Adjacencies:** 7I Children's Seating Area

**Collections:** 4 sections of 66" high shelves for hardbacks and paperbacks, one section of which has one slotted shelf for dividers and the top row slanted for display with corkboard or other tackable surface above

**Seating:** Two 4-person tables and 8 chairs, all standard height

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate, to increase levels to 50 foot candles should be considered in the reading area.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
4	Shelving sections, 66" H for hardback and paperback fiction	12	48
2	4-person tables and 8 chairs	100	200
Total			248

**7L. Children's Audiovisual Collections**  
**621 SQUARE FEET**

These materials are extremely popular with children. The Library is in the process of expanding its audiovisual collections, including the children's audiovisual collections, which will make this section a very attractive destination for children and families. It will contain music or compact discs, books on tape, books on CD, CD ROM software, videos, and DVDs. Placing these materials near the Children's New Materials Display Area will create a natural space for those interested in browsing popular materials.

This will be a high use, busy space with strollers and family groups with small children browsing the shelves. It will be important to provide wide aisles between the shelving and clear visibility from the Reference Children's Services Desk.

**Occupancy:** 8 – 20

**Adjacencies:** 7G Children's New Materials Display Area  
7N Children's Magazine Browsing Area

**Collections:** 26 sections of 66" high shelves, 6" deep for videos & DVDs  
7 sections of 66" high shelves with AV Browsing bins for music CDs  
2 spinning racks for CD ROMS  
1 spinning rack for AV kits  
10 sections of 66" high shelves for books on tape & books on CD

**Sight lines from:** 4A Reference and Children's Services Desk

**Seating:** None

**Flexibility/Expandability:** This collection will increase over time, possibly requiring additional shelving.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the

stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support future electronic equipment located here should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Items	Square Feet/Item	Total Square Feet
26	66" H adjustable shelves, 6" deep for videos and DVDs (shelving Type F)	12	312
7	66" H adjustable shelves with 2 AV browsing bins per section for music CDs (shelving Type J)	12	84
2	Spinning racks for CD ROMs	35	70
1	Spinning rack for AV kits	35	35
10	66" H adjustable shelves for books on tape and books of CD (shelving Type C)	12	120
Total			621

**7M. Children's International Languages Collection**  
**120 SQUARE FEET**

This area will house and display the Children's International Languages Collection as well as ESOL (English for Speakers of Other Languages) materials in book and audiovisual format. Children and their families will seek out this area which needs to be clearly recognizable to ensure easy access by new Library visitors.

This area should include clear, attractive signage designating the nature of the collections.

One section of shelving should include a slotted shelf for dividers with the top row slanted for display. Corkboard or other tackable surface above this display would be useful.

**Occupancy:** 4 – 12

**Adjacencies:** 7P Children's Seating Area

**Collections:** 10 sections of books on 66" high shelves, one section of which has a slotted shelf for dividers and the top row slanted for display  
4 sections of audiovisual materials on 66" high shelves  
1 section of magazines on 45" high shelves

**Seating:** None

**Signage:** The area should include clear, attractive signage in appropriate languages designating the nature of the collections.

**Flexibility/Expandability:** This collection will increase over time, possibly requiring additional shelving.

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks

may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support future electronic equipment located here should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
10	Shelving sections, 66" H for books	12	120
Total			120

**7N. Children's Magazine Browsing Area**  
**208 SQUARE FEET**

The Children's Magazine Browsing Area will be a place where children can access current and back issues of the library's children's magazines.

This area will accommodate up to 45 periodicals with back files of up to one year. Current issues will be displayed on slanted shelves and back issues will be stored on flat shelves immediate beneath the slanted shelves.

Seating will consist of 2 lounge chairs and one 4-place table and 4 chairs.

**Occupancy:** 2 – 4

**Adjacencies:** 7L Children's Audiovisual Collections

**Collections:** 3 sections of 66" high shelves of children's magazines  
2 slanted and 2 flat shelves per section

**Seating:** One 4-person table and 4 chairs  
2 lounge chairs

**Fenestration:** It is important that direct sunlight does not come into contact with seating areas. Ultraviolet filter treatments on windows into areas that house library materials should be considered. Book stacks should be located so that direct sunlight does not fall on the shelves.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate. Increasing levels to 50 foot candles should be considered in the reading area.

***Technology/Audiovisual/Power/Data:***

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment moved here from another part of the Library should be provided.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
3	Shelving sections 66" H for children's magazines with 2 slanted and 2 flat shelves per section (shelving type L)	12	36
2	Lounge chairs	36	72
1	4-place table and 4 chairs	100	100
Total			208

**70. Children's Information Racks**  
**24 SQUARE FEET**

A built in give away rack beneath a bulletin board will provide a place for children and their families to view or pick up informational flyers and publications of interest to children from the Library and the community.

**Occupancy:** 2 – 4

**Collections:** Library and community informational material of interest to children and their families will be provided using one 5' x 7' bulletin board above two sections of shelves 45" high with slotted shelves with dividers.

**Seating:** None

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
2	Shelving sections, 45" H with slotted shelves with dividers	12	24
Total			24

**7P. Children's Seating Area**  
**250 SQUARE FEET**

This will be the second major seating area in the Children's section of the library. Seating at 4-place tables, and 2 place tables will be provided in this area. The 4-place tables need to be slightly lower than adult height tables, 24" to 26" from the floor to the bottom of the table surface. The chairs need to be armless and slightly lower than adult height chairs, 15" to 16" from the floor to the top of the chair seat. The two place tables and chairs should be standard height.

**Occupancy:** 4 - 14

**Adjacencies:** 7C Children's Picture Books  
7D Parent's Collection  
7M Children's International Languages Collection

**Collections:** None

**Seating:** One 4-place table with 4 reader chairs  
Three 2-place tables with 6 reader chairs

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy minimum of 15 years is required in this area. High quality, standard color paint from a major manufacturer should be used. Furniture should always have rounded edges, never squared.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the stack face should be provided. Lighting over the book stacks may be placed parallel or perpendicular to the stacks as long as the required lighting level is achieved. It is crucial that sufficient lighting reach the bottom shelf of each stack.

30 – 40 foot candles average, measured horizontally at desktop, augmented by task lighting where appropriate. Increasing levels to 50 foot candles should be considered in the reading area.

**Technology/Audiovisual/Power/Data:**

Standard, recessed flush floor-mounted or wall-mounted communications and power outlets to support electronic equipment located here, or to support future equipment

moved here from another part of the Library should be provided.

If task lighting is used at reader tables or occasional tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and data connection to tabletop to avoid exposed, loose wiring that is unsightly or causes a tripping hazard. One portable computer power connection at each reader seat should be provided.

This space should have access to the Library's wireless network.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
1	4-place tables with 4 chairs	100	100
3	2-place tables with 6 chairs	50	150
Total			250

**8A. Multipurpose Education Center**  
**932 SQUARE FEET**

The Multipurpose Education Center must be easily accessible from both the Children's and Adult areas of the Library since it will function as the Library's Homework Assistance Center, Computer Learning Center, Family Literacy Center, and Career Center and will be used for special programs and classes.

A movable wall partition is required to enable the space to be divided into two equal spaces. Both spaces must be directly accessible from the Library proper when the partitions are in place. The floor should be carpeted in all areas. One wall should include marker boards, another should include wall mounted shelving, and the two other walls should include display rails, electronic whiteboards, and tackable wall covering. When the partition is in place, both spaces should each have shelving and marker board.

The room should be physically and acoustically separate from the Library proper and large enough to accommodate a total of 30 people. Seating will be at 15 two place tables. The room should include 80 square feet for presentation area. The room should include a lockable cabinet that will house and charge 30 portable computers.

The room should be equipped with adjustable lighting levels and wired and cabled to support a variety of audiovisual and telecommunication activities. Ceiling projection units will be available on each side of the room. Electronic whiteboards on both sides of the room will provide projection surfaces and allow students and teachers to share information written on the whiteboards. The room will be equipped with 30 portable computers, tablet PC's or other portable computer device. ESL and Family Literacy Center Classes will be supported by software loaded on the portable computers. A hardware product called AlphaSmart will enable learning-disabled students to type homework, e-mail and term papers. One portable computer will be designated as a teacher PC. This PC will be equipped with classroom computer lab software, so the teacher can monitor student work, share their desktop with students or take control of a student's PC. KVM switches will allow the teacher to display any student's screen to the class. The room will be equipped with wireless technology, enabling the computer equipment to be used in a wide variety of configurations in the room.

**Occupancy:** 10-30

**Adjacencies:** 7A-P Children's Area  
5A-F Adult Area

**Collections:** 6 sections of textbooks and rotating special collections on 66" high shelves.

- Seating:** Fifteen 2-place tables with 30 chairs
- Acoustics:** Library customers working in this area need acoustical separation from the general noise level of the Library to promote concentration and effective learning. Wall, ceiling and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.
- Environmental Conditions:** Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.
- Fenestration:** Glare on computer monitors from exterior windows or interior lighting should be avoided.
- Lighting:** 30 – 40 foot candles average, measured horizontally at desktop, unless overall design diminishes the effectiveness of this lighting level. Light fixtures and orientation to avoid computer screen glare should be ensured.
- Security:** The room should include a lockable cabinet that will house and charge 30 portable computers. Staff will control access to this space. Doors must be lockable.
- Technology/Audiovisual/Power/Data:** Both sides of the Multipurpose Education Center must have adjustable lighting levels; ceiling mounted video projection units, KVM switches and assistive listening device capability. Both spaces need to be wired and cabled to support a variety of audiovisual and telecommunications activities, including distance learning events, video programming and interactive demonstrations of online or Internet resources. Control for this equipment must be operable on each side of the room. 2 electronic whiteboards will be installed, one in each side of the room. 30 portable computers with AlphaSmart hardware and additional software to support the Library's Family Literacy Center will be stored in a lockable cabinet. Provide standard, wall mounted communications and power outlets along each perimeter wall as well as recessed flush floor-mounted communications and power outlets. Provide two portable computer power connections at each table. If task lighting is used at the two place tables, ensure that flush floor-mounted communications and power outlet locations are coordinated with table elements that carry power and
-

data connection to tabletop, to avoid exposed, loose wiring that is unsightly or causes a tripping hazard.

Both sides of the Multipurpose Education Center should be within the Library's wireless network zone.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
6	Shelving sections, 66" H	12	72
15	2-place tables with 30 chairs	50	750
1	Locked cabinet for 30 portable computers	30	30
NA	Presentation area	NA	80
30	Portable computers	NA	NA
2	Electronic whiteboards	NA	NA
2	KVM Switch	NA	NA
2	Projectors	NA	NA
Total			932

**9A. Library Manager's Office**  
**190 SQUARE FEET**

The tone of this office should be professional in appearance but with an inviting ambiance for consultation with members of the community, County staff, Library staff, and other visitors. A window to the outside is required.

The office should be attached to and open from the staff workroom. One wall should be covered with tackable materials. The office should be furnished with a desk with a return, an ergonomic chair, a credenza behind the desk, 1 lateral file, 4 guest chairs arranged around a worktable, and 2 sections of full height wall mounted shelving. The Manager's desk needs to accommodate a computer, printer, calculator, and telephone. This office should be fully cabled and wired to accommodate a variety of technology functions.

**Occupancy:** 1 - 4

**Adjacencies:** 9C Staff Workroom Area

**Collections:** 2 sections of professional materials on 84" high shelves

**Seating:** 1 desk chair  
4 guest chairs

**Lighting:** 50-foot candles average, on desks and worktables, measured horizontally at desktop should be provided.

**Acoustics:** Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Environmental Conditions:**

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified. The space should be equipped with a manual override for temperature regulations.

**Fenestration:** A window to the exterior should be provided in this space to support comfortable working conditions. Exterior glazing and window coverings should be used to reduce glare.

**Technology/Audiovisual/Power/Data:**

Standard communications and power outlets should be provided on Manager's desk to accommodate computer, printer, calculator, and telephone. The office should be fully cabled and wired to accommodate a variety of technologies.

This office should be within the facility's wireless network zone.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
1	Desk, 5' x 3' with task chair, credenza, and 3' x 2' return	70	70
1	Lateral file	20	20
2	Shelving sections, 84" H, wall-mounted	10	20
1	Computer and printer	Included above	NA
1	Round worktable with 4 chairs	80	80
Total			190

**9B. Circulation Supervisor's Office**  
**150 SQUARE FEET**

The Circulation Supervisor's Office should be located off the Staff Workroom and easily accessible to the Circulation Service Desk and public areas. The tone of this office should be professional in appearance but with an inviting ambiance for consultation with members of the community, volunteers, Library staff, County staff, and other visitors. A window to the outside is required.

One wall should be covered with tackable materials. The office should be furnished with a desk with a return, an ergonomic chair, a credenza behind the desk, 1 lateral file, 1 section of full height wall mounted shelving, and 2 guest chairs. The Circulation Supervisor's desk needs to accommodate a computer, printer, calculator, and telephone. This office should be fully cabled and wired to accommodate a variety of technology functions.

**Occupancy:** 1 - 3

**Adjacencies:** 9C Staff Workroom Area

**Collections:** None

**Seating:** 1 desk chair  
2 guest chairs

**Lighting:** 50-foot candles average, on desks and worktables, measured horizontally at desktop should be provided.

**Acoustics:** Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Environmental Conditions:**

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified. The space should be equipped with a manual override for temperature regulation.

**Fenestration:** A window to the exterior should be provided in this space to support comfortable working conditions. Exterior glazing and window coverings should be used to reduce glare.

**Technology/Audiovisual/Power/Data:**

Standard communications and power outlets should be provided on Circulation Supervisor's desk to accommodate computer, printer, calculator, and telephone. The office should be fully cabled and wired to accommodate a variety of

technologies. This office should be within the facility's wireless network zone.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
1	Desk, 5' x 3' with task chair, credenza, and 3' x 2' return	70	70
1	Lateral file	20	20
1	Shelving sections, 84" H, wall-mounted	10	10
1	Computer and printer	Included above	NA
2	Guest chairs	25	50
Total			150

**9C. Staff Workroom Area**  
**1,528 SQUARE FEET**

This space and the adjacent Sorting and Returns area (2E) will be the principle work location for staff whenever they are not helping the public in the Library or offsite. Attention to traffic patterns for people and book trucks, as well as acoustical and lighting considerations, will be crucial to the success of this workspace.

The space needs to accommodate 14 office system workstations. Each should include 15 linear feet of shelving. The standard office system workstation module will include an L-shaped horizontal work surface and data, electrical, and voice outlets at counter height. The modules need to be ganged together to take advantage of concealed wire management within their structural spine. Each module needs to accommodate a telephone handset, computer, keyboard, mouse pad, and printer, needs to be equipped with task lighting, box and pencil drawers, 1 to 2 mobile file pedestals, an ergonomic task chair, with or without arms, tackable, acoustically cushioned partitions, and an overhead shelf.

The following additional furniture and equipment will be needed in this space:

- Four work counter stations with 4 task chairs for circulation staff and volunteers, 2 equipped with computers
- Two 8' x 3' worktables with four task chairs, for Library staff or volunteers to do assorted tasks, such as processing materials, collating or folding flyers, etc.
- A work counter, 10' long, with cabinets above and below
- A photocopier, a fax machine, and a scanner
- Six sections of wall-mounted 84" high shelving for holding damaged materials, new materials, etc.
- Eight sections of 84" high shelving for magazine and newspaper backfiles
- Two sections of wall-mounted 84" high shelving for use by Literacy Program staff, students, and tutors
- Two lateral files
- Bulletin boards and white boards, all wall-mounted
- Book truck parking for eight trucks (most book trucks will be housed in the adjacent Sorting and Returns area)

This will be a high traffic area with continual movement of book trucks, delivery bins, and other materials between this space and other parts of the Library. The entrances to this space need to be extra wide, designed so that doors are unnecessary between this and adjacent spaces. The staff workspace should be shielded from public view from the Circulation Service Desk.

There needs to be an entrance into the space from the Circulation Service Desk and from the open public area, so that staff may move back and forth quickly and conveniently between their workspace and the public area.

**Occupancy:** 6 - 28

**Adjacencies:** 2A Circulation Service Desk/Express Holds  
2E Sorting and Returns  
9A Library Manager's Office  
9B Circulation Supervisor's Office  
9D Staff Restrooms  
9E Supplies and Equipment Storage  
9G Staff Room/Kitchen/Locker Area  
9J Delivery and Mail Sorting Area

**Collections:** 8 sections of magazine/newspaper backfiles on 84" high shelves

**Seating:** 18 chairs at workstations  
8 chairs at worktables

**Lighting:** 50-foot candles average, on desks and worktables, measured horizontally at desktop should be provided.

**Acoustics:** Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Environmental Conditions:** Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.

**Flexibility/Expandability:** While this space is not intended to expand, it should be kept as open and flexible as possible to allow for addition of staff workstations in the future.

**Technology/Audiovisual/Power/Data:** Standard communications and power outlets at each staff workstation and at the work counter, 6" to 9" above the work surface should be provided. This space should have access to the Library's wireless network.

Technology equipment in this space will include, but not be limited to, the following: 18 PC workstations, including CPU,

monitor, keyboard, printer, and mouse, telephone handsets at each staff desk, telefacsimile machine, copy machine, and scanner.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
14	Modular office workstations, 1 task chair each	70	980
4	Workstations, 2 equipped with computers, 4 equipped with task chairs	36	144
2	Worktables with 4 task chairs each	40	80
16	Shelving sections, 84" H	10	160
2	Lateral files	20	40
8	Book truck parking	8	64
1	Work counter, 10' x 2.5', with cabinets above and below	30	30
1	Copy machine	30	30
1	Fax machine	On counter	NA
1	Scanner	On counter	NA
Total			1,528

**9D. Staff Restrooms**  
**NON-ASSIGNABLE SPACE**

Two single occupancy staff restrooms are needed, adjacent to the Staff Room and reasonably close to the Staff Work Area.

Restrooms must be designed for durability and low maintenance. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install a parcel/purse shelf and coat hanger in each restroom.

Effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building should be provided.

**Adjacencies:** 9C Staff Workroom Area  
9G Staff Room/Kitchen/Locker Area

**Acoustics:** Effective acoustic separation of the restroom from other occupied area of the building, including the Staff Workroom should be provided. Wall, ceiling, and floor surfaces should be absorptive, including acoustical wall panels and ceiling tile.

**Disabled Access:** The Americans with Disabilities Act (ADA) guidelines need to be met or exceeded. These guidelines should be interpreted broadly. Entryway widths, door hardware, audible and visual emergency alarms, seating and all other physical elements within the facility must be ADA compliant.

Restrooms must be ADA compliant, toilet seat tops at 17" to 19" above finished floor and all fixtures and accessories specified and installed in accordance with accessibility regulations.

**Lighting:** The use of Solatube™ lighting, or equivalent products, to mitigate for limited natural light. Adequate lighting levels at sinks and mirrors must be provided.

**Environmental Conditions:** Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.

***Technology/Audiovisual/Power/Data:***

The public address system needs to be clearly audible within restroom. Standard, wall-mounted power outlets for use by maintenance personnel must be provided.

**9E. Supplies and Equipment Storage**  
**310 SQUARE FEET**

This storage area, adjacent to the Staff Workroom Area will be the primary storage space for office supplies, paper stock, forms, handouts, library mending and cleaning supplies, computer and copy machine supplies, and other items needed to maintain operations. It will also be used to store seasonal materials (holiday books, display materials, tax form racks, etc.) and Children's Services materials such as Storytime books, programming supplies, and props. There should be easy access to this area and the access route must be spacious enough to accommodate book trucks, dollies, and other equipment. It should be secure, lockable, and non-carpeted with extra-wide doors.

**Occupancy:** 0 - 2

**Adjacencies:** 9C Staff Workroom Area

**Collections:** None

**Seating:** None

**Environmental Conditions:**

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.

**Lighting:** 6-foot candles at a height of 12" and 35-foot candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the shelving face should be provided.

**Security:** Staff will control access to this space. Doors must be lockable.

**Finishes:** Hard surface floor covering in this area should be provided. High quality, standard color paint from a major manufacturer should be used.

**Technology/Audiovisual/Power/Data:**

Standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surfaces, at convenient locations throughout the space must be provided.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
3	Shelving sections, industrial	12	36
11	Shelving sections, 84" H	10	110
2	Supply cabinet, 2-door	20	40
1	Flat files for poster and paper storage	24	24
NA	Clear space for box and bulk item storing	100	100
Total			310

**9F. Telecommunications Closet**  
**NON-ASSIGNABLE**

This space will provide a secure area for computer and telecommunications equipment housed in the library, centrally located within the facility for efficient cable and electrical distribution. This space will be the entry point for the local exchange carrier and other service providers to bring telecommunications and video utility services into the building.

**Acoustics:** Equipment and systems located in this space should be acoustically isolated from nearby spaces.

**Environmental Conditions:** Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.

**Flexibility/Expandability:** This space must be as flexible as possible, to allow for additional patch panels and new equipment. A raised floor to maximize electrical and cabling distribution potential should be provided.

**Lighting:** 50-foot candles average should be provided. Light levels should be even throughout the space. Light fixtures that minimize energy usage and avoid heat build-up must be used.

**Security:** Staff will control access to this space. Doors must be lockable.

**Technology/Audiovisual/Power/Data:** This space should be equipped with a uninterruptible Power Supply (UPS) for the server and telecommunications equipment and ¾" plywood backboard for mounting telecommunications hardware. Electrical should be at least a foot away from DMARC in this room and the electric panel should include one (1) separate 100 circuit and a battery backup for the telephone system. There should be a voice line jack. The termination of data cabling should be on two steel rack-mounted seven (7) foot racks with 36" clearances in front and back with appropriate cable management. Data and electrical lines are not to be placed in the same conduit. Coaxial cable will terminate in the telecommunications room for satellite dish and for telecommunications to both video flat panel plasma displays.

Technology equipment needed in this area includes:

- Telephone system and patch panels
- System automated attendant
- Fire alarm control panel
- Public address system control panel and amplifier
- CATV/satellite distribution system equipment
- Computer network equipment file servers
- SonicWall SoHo firewalls
- Uniform/uninterruptible power supply (UPS)
- Telephone handset
- Cisco router
- HP 100mbps (or faster) Ethernet switches with fiber port (for staff workstations)
- Cable management hardware
- Power injector for WAPs
- Web caching appliance
- Gigabit switches and cabling to support high speed transmission of large media files

**9G. Staff Room/Kitchen/Locker Area**  
**452 SQUARE FEET**

This area is for Library staff to use for meals and breaks. The space needs both individual and table seating, with a quiet ambiance and with sufficient space for several individuals to enjoy the space without disturbing each other. It should be adjacent to the Staff Workroom Area and the Staff Restrooms. A telephone for staff use should be installed within this space. Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the Library to prevent cooking smells from being dispersed through others parts of the facility. Staff lockers and a coat closet should be included or adjacent to this area.

**Occupancy:** 0 - 10

**Adjacencies:** 9C Staff Workroom Area  
9D Staff Restrooms

**Seating:** Two 4-place tables with 8 chairs  
One lounge chair

**Acoustics:** It is important that noise and conversation in this space not intrude into the building's public spaces. Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Fenestration:** A window to the exterior to promote comfortable conditions for staff using the break room should be provided.

**Finishes:** High quality, commercial grade, anti-static nylon carpet with a low, narrow loop or carpet tiles, for low maintenance, with a life expectancy of a minimum of 15 years is required in portions of this area. Hard surface flooring should be provided in the kitchen area.

**Environmental Conditions:** Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.

**Lighting:** 50 foot candles average, on desks and worktables, measured horizontally at desktop should be provided.

**Technology/Audiovisual/Power/Data:**

Standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surfaces, at convenient locations throughout the space must be provided. This space should have access to the Library's wireless network.

**Components:**

Quantity	Item	Square Feet/Item	Total Square Feet
2	4-place tables with 8 chairs	100	200
1	Lounge chair	36	36
1	Bulletin board	NA	NA
3	Recycling containers	4	12
3	Trash receptacles	4	12
1	Full refrigerator		
1	Sink with counter and cupboards above and below, high faucet to accommodate 30-cup coffee urn		
1	Microwave oven		
1	Stove/oven with 4 burners		
1	Dishwasher		
	Kitchen components, total of kitchen components listed above	100	100
24	Half-height lockers, two-stack	5	60
1	Coat closet or coat rack 8' long minimum	3	32
Total			452

**9H. Custodial Closet and Supplies**  
**NON-ASSIGNABLE SPACE**

A custodial closet should contain a floor sink, a mop and broom rack, and adequate space for storage of a janitorial cart, 8' step ladder, mop buckets, vacuum cleaner, and other cleaning equipment. In addition there should be storage shelves and space for bulk paper, soap, and cleaning supplies.

**Finishes:** Hard surface flooring is required in this space. High quality, standard color paint from a major manufacturer should be used.

**Security:** Staff will control access to this space. Doors must be lockable.

**Lighting:** 30 - 40 foot candles average, measured at 30" above floor surface should be provided.

**Technology/Audiovisual/Power/Data:** Standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surfaces, at convenient locations throughout the space must be provided.

**9I. Mechanical Storage**  
**NON-ASSIGNABLE SPACE**

This space is required for storage of building maintenance supplies, including lighting fixtures, and ballasts, carpet tiles, ceiling tiles, and other items needed to efficiently maintain the building. Four sections of industrial shelving, 4' x 2' along one wall are needed as well as clear floor space.

**Finishes:** Hard surface flooring is required in this space. High quality, standard color paint from a major manufacturer should be used.

**Security:** Staff will control access to this space. Doors must be lockable.

**Lighting:** 30 – 40 foot candles average, measured at 30" above floor surface, should be provided.

**9J. Delivery and Mail Sorting Area**  
**112 SQUARE FEET**

This area will serve two purposes. Materials will flow in and out of the building through this location and mail will be sorted for pick-up in this area. This might function as the staff entrance as well. This area should be adjacent to the Staff Workroom Area. There must be a double door to the outside for the delivery of materials bins and large equipment. It should be located so that it is easily accessible for a large van or truck to make daily deliveries. The room should include a 10' by 3' work counter, no higher than 36", as well as a wall-mounted sorting unit and two sections of wall-mounted shelving for damaged items and other return and delivery problems. Floor space for loading, unloading, and temporary storage of up to eight stacks of delivery bins is required.

**Occupancy:** 0 – 3 Staff

**Adjacencies:** 9C Staff Workroom Area

**Acoustics:** Wall, ceiling, and floor surfaces should be absorptive, including carpet, acoustical wall panels, and ceiling tile.

**Environmental Conditions:**

Temperature controls in the range of 68 to 72 degrees for heat and 73 to 77 degrees for air conditioning should be specified.

**Fenestration:** A small window in the delivery entrance door to give staff visual access to the exterior and to facilitate efficient entry and exiting should be installed.

**Finishes:** Hard surface flooring is required in this space. High quality, standard color paint from a major manufacturer should be used. Corner guards should be located at key wall partitions and door openings.

**Lighting:** 50-foot candles average should be provided. Exterior lighting that illuminates entrance threshold and its vicinity should be installed. Library deliveries may be scheduled for off-hours. Effective, safe lighting between the delivery vehicle parking and delivery entrance is crucial.

**Security:** Low-voltage arrival signal and intercom at exterior delivery entrance, controlled at Reference/Children's Services Desk and within Staff Workroom, should be installed. (See also Lighting, above.)

The building will be equipped with an intrusion security alarm, with the control point located in this space. The system will be connected to a remote alarm monitored by a security dispatch service. The intrusion alarm system needs to monitor all exterior windows and doors.

Staff will control access to this space. Doors must be lockable.

***Technology/Audiovisual/Power/Data:***

Standard, wall-mounted power outlets for use by Library staff, 6" to 9" above floor surfaces, at convenient locations throughout the space must be provided.

Intrusion alarm system control panel will be located in this space.

***Components:***

Quantity	Item	Square Feet/Item	Total Square Feet
1	Delivery sorting work counter, 10' x 3'	50	50
8 stacks of 6 bins	NA	4	32
1	Mail sorting unit	NA	NA
Floor space for equipment, 30'	NA	NA	30
Total			112

PART SIX  
**Preliminary Project Budget**

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**Preliminary Project Budget**  
(without cost of land)

	<u>TOTAL</u>
NEW CONSTRUCTION	\$10,815,770
CONTINGENCY	\$1,087,005
SITE DEVELOPMENT	\$2,048,256
SITE PERMITS/FEES	\$144,127
FURNISHINGS/EQUIPMENT	\$1,976,566
SIGNAGE	\$23,422
ARCHITECT/ENGINEER FEES	\$1,641,856
CONSTRUCTION COST ESTIMATOR FEES	\$37,440
INTERIOR DESIGN FEES (included in architect's fees)	N/A
GEOTECHNICAL/GEOHAZARD REPORTS	\$40,000
CONSTRUCTION/PROJECT MANAGEMENT	\$835,649
LIBRARY CONSULTANT FEE	\$963
OTHER PROFESSIONAL FEES	\$7,757
LOCAL PROJECT ADMIN COSTS	\$406,000
ART	\$306,260
RELOCATION COSTS	\$30,000
<b>TOTAL PROJECT COSTS</b>	<b><u><u>\$19,401,071</u></u></b>

**Appendix A: Summary of Required Furniture, Computer and Equipment**

	Space	Seating Type	# of Tables	# of Seats	SF/Seat	SF Needed
	<b>General &amp; Study Seating:</b>					
1A.	Public Entrance/Lobby	2 3-pl Benches		6	12	72
1F.	Library Café	Round café tables w/seats	3	12	30	360
1H.	Art Exhibit Hall	3 2-pl benches		6	12	72
4B.	Reference Collection	4-pl Tables	3	12	25	300
4B.	Reference Collection	2-pl table	8	16	25	400
4B.	Reference Collection	1 pl- study carrel	4	4	36	144
3A.	Adult New Books & Special Display	2 3-pl Benches		6	12	72
5A	Adult Fiction Collection	4-pl table	1	4	25	100
5B.	Adult Circulating Nonfiction Books	4-pl table	3	12	25	300
5F.	Quiet Adult Seating	lounge chair		12	36	432
5F	Quiet Adult Seating	2-pl table	4	8	25	200
5C.	Magazine & Newspaper Browsing	4-pl table	2	8	25	200
5C.	Magazine & Newspaper Browsing	lounge chair		10	36	360
5D.	Senior Area	lounge chair		2	36	72
5E.	International Languages/ESOL	2-pl table	1	2	25	50
4C.	Castro Valley Local History	4-pl table	1	4	25	100
6A.	Young Adults Area	4-pl table	4	16	25	400
6A.	Young Adults Area	lounge chair		2	36	72
	<b>Subtotal Adult/YA:</b>			142		3706

*Appendix A: Summary of Required Furniture, Computer and Equipment*

7I	Children's Seating Area	4-pl table	2	8	25	200
7I	Children's Seating Area	2-pl table	3	6	25	150
7I	Children's Seating Area	1 pl-study carrel	4	4	36	144
7G	Children's New Materials Display Area	3-pl Bench		3	12	36
7C.	Picture Books	10-pl round table	1	10	8	80
7C.	Picture Books	lounge chairs	2	2	36	72
7C.	Picture Books Window Seating			4		60
7K.	Middle School	4-pl table	2	8	25	200
7D.	Parents Collection	4-pl table	1	4	25	100
7E.	Early Readers Collection	lounge chairs		2	36	72
7N.	Children's Magazine Browsing Area	lounge chairs	2	2	36	72
7N.	Children's Magazine Browsing Area	4 pl-table	1	4	25	100
7P.	Children's Seating Area	4 pl-table	1	4	25	100
7P.	Children's Seating Area	2 pl-table	3	6	25	150
	<b>Subtotal Youth:</b>			67		1186
	<b>Subtotal General &amp; Study Seating:</b>			209		4892

*Appendix A: Summary of Required Furniture, Computer and Equipment*

	<b>Equipment &amp; Public Computer Seating:</b>					
	<b>Public Computers:</b>	<b>Item Type</b>	<b># of Items</b>		<b>SF/Item</b>	
4B.	Reference Collection	sitdown computer wkstn	2	2	36	72
4D.	Adult Public Access Computers	sitdown computer wkstn	26	26	36	936
5A.	Adult Circulating Fiction Books	standup computer wkstn	2	2	25	50
5B.	Adult Circulating Nonfiction Books	standup computer wkstn	5	5	25	125
5D.	Senior Area and Large Type Collection	sitdown computer wkstn	2	2	36	72
6A.	Young Adults Area	sitdown computer wkstn	6	6	36	216
7B.	Children's Public Access Computers	sitdown computer wkstn	12	12	36	432
7J.	Children's Non-Fiction Books	standup computer wkstn	2	2	25	50
8A.	Multipurpose Education Center	laptop computers	30		n/a	n/a
	<b>Total Public Computers</b>		87	57		1953
	<b>Other Equipment:</b>					
1A.	Display cabinets		2		35	70
2B.	Express Checkout	self checkout machine	3		36	108
2E.	Sorting & Returns TechLogic System	Sorting equipment				300
4B.	Reference Collection & Seating	microfilm/fiche r/ptr	1	1	36	36
4B.	Atlas Stand		1		36	36
8A.	Multipurpose Education Center	Locked cabinet for laptops	1		30	30
2F.	Copy Machines & Network Printing Ctr.	networked printers	6		10	60
2F.	Copy Machines & Network Printing Ctr.	copy machines	3		30	90
2F.	Copy Machines & Network Printing Ctr.	change machine	1		6	6
2F.	Copy Machines & Network Printing Ctr.	debit card dispenser	1		6	6
	<b>Subtotal Equipment</b>		19	1		742

	<b>Ed Center, Meeting Room, Conf Rooms, Café</b>					
1D.	Meeting Room (partitionable)	folding tables/stacking chairs	20	180	10	1800
1G.	Conference Room	conf table with seats	1	10	25	250
8A.	Multipurpose Education Center	2 pl-tables	15	30	25	750
	<b>Subtotal Programming &amp; Meeting Room Seating:</b>			220		2800
	<b>Total Public Seating &amp; Equipment Space:</b>			487		8434

**Appendix B: Castro Valley Library Collection Growth Plan**

Current service population:	57,292					
Population in 2020:	66,000					
Current book collection:	105,745	1.8	volumes/capita			
Recommended level by 2020:	161,600	2.5	volumes/capita			
Current AV collection level:	8,313	7.8%	of collection			
Recommended level by 2020:	29,000	18.0%	of collection			
Current Intl Languages bk coll:	1,420	1.3%	of collection			
Recommended level by 2020:	7,342	5%	of collection			
2000 Collection Size:						
	Adult	YA*	Children	Total		
Books	63,839	2,305	31,202	97,346		
% of book collection	66%	2%	32%			
Audiovisual media	4,849	560	2,990	8,399		
% of AV collection	58%	7%	36%			
2020 Collection Size:						
	Adult	YA	Children	Total		
Books	87,018	3,457	42,125	132,600		
% of book collection	66%	3%	32%			
Audiovisual media	18,300	1,700	9,000	29,000		
% of AV collection	63%		31%			
*Note: YA Audiovisual includes YA music cds only. All other YA media is shelved with Adult. YA books include fiction only; non-fiction is shelved with Adult non-fiction.						

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